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

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

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

May 19, 2016

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to grant funds to Second Start (Vendor Code 177224), Concord, NH in the amount of \$674,554.00 to provide basic adult education/English as a Second Language (ESL) and high school equivalency test preparation services effective upon Governor and Council approval for the period July 1, 2016 through June 30, 2017. 35% Federal Funds, 65% General Funds.

Funding is available in the account titled Adult Education as follows:

		<u>FY17</u>
06-56-56-566010-70040000-072-500575	Grants -- Federal	\$236,093.90
06-56-56-566010-70040000-601-500931	State Fund Match	\$438,460.10

EXPLANATION

The Adult Basic Education/ESL Program is a classroom based instructional program for adults with reading and math levels between the first and eighth grades. Upon completion of this program, students go into review courses for the high school equivalency test. Two hundred sixty-five adults will be served by the program.

The Staff Development Project is responsible for providing staff training for two hundred fifty staff employed in adult basic education, adult high school, outreach, and adult learner services programs throughout the state.

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety undereducated adults. Coordinators of these programs are responsible for recruiting students and tutors, training tutors, and providing instructional guidance. Services at Second Start will be provided from their building at 17 Knight Street in Concord, but will also be available at the Merrimack County House of Corrections and in students' homes. Students receiving services will be from the City of Concord and twenty-eight surrounding communities.

All federal and state adult education grants were originally awarded through a competitive application process that is open to school districts, private-not-for-profit, and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Innovation and Opportunity Act of 2014). (See Attachment A). A request for applications was released to eligible applicants (school districts, private not-for-profits, and state agencies) on April 8, 2016. (See Attachment B). Grants were awarded to school districts, state agencies, and private-not-for-profit organizations based on applications received from eligible organizations that met the criteria for funding.

Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult basic education and adult learner services programs. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies.

The actual amount of the grants may reflect changes incorporated into the projects after the OBM Form 1-Project Applications were filed with the Bureau of Adult Education.

The Bureau of Adult Education provides educational services to approximately eight thousand adults each year. The New Hampshire Department of Education's Centralized Federal Funding System will be utilized to grant funds to Second Start.

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

Respectfully submitted,



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

S:/dcta/bvr/vrco/common/G&C/Second Start 2017

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 8, 2016.

All grants awarded by the Bureau of Adult Education to school districts, state agencies and private not-for profit organizations are based on applications received from eligible organizations that meet the criteria for funding below. Each response to the request for applications addressed the services to be provided and met the criteria required for awarding a grant/contract.

Applications for adult education services at the local level are required annually. The grants based upon those applications are for services provided from July 1-June 30, or services provided during their program year.

Criteria for Awarding Grants/Contracts to Local Agencies

(Adult Education and Family Literacy Act-Title II-Workforce Innovation & Opportunity Act of 2014)

In awarding grants or contracts under this section, the eligible agency shall consider –

- (1) the degree to which the eligible provider would be responsive to –
 - (A) regional needs as identified in the local plan under section 108; and
 - (B) serving individuals in the community who were identified in such plan as most in need of adult education and literacy activities, including individuals –
 - (i) who have low levels of literacy skills; or
 - (ii) who are English language learners;
- (2) the ability of the eligible provider to serve eligible individuals with disabilities, including eligible individuals with learning disabilities;
- (3) past effectiveness of the eligible provider in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance described in section 116, especially with respect to eligible individuals who have low levels of literacy;
- (4) the extent to which the eligible provider demonstrates alignment between proposed activities and services and the strategy and goals of the local plan under section 108, as well as the activities and services of the one-stop partners;
- (5) whether the eligible provider's program –
 - (A) is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and
 - (B) uses instructional practices that include the essential components of reading instruction;
- (6) whether the eligible provider's activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice;
- (7) whether the eligible provider's activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance;
- (8) whether the eligible provider's activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship;
- (9) whether the eligible provider's activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means;

- (10) whether the eligible provider's activities coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, and social service agencies, business industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways;
- (11) whether the eligible provider's activities offer flexible schedules and coordination with Federal, State, and local support services, (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
- (12) whether the eligible provider maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with section 116) and to monitor program performance; and
- (13) whether the local areas in which the eligible provider is located have a demonstrated need for additional English language acquisition programs and civics education programs.

Attachment B

All proposals that were approved in the past fiscal year 2015-2016 under Workforce Opportunity Act – Title II are extended through the next fiscal year 2016-2017 under the Workforce Innovation and Opportunity Act.

This process is approved under the NH State Plan for Adult Education Extension – FY17 approved by the U.S. Department of Education, Office of Career Technical and Adult Education.

ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017

Ascentria Community Services formerly Lutheran Community Services
Claremont School District
Derry School District
Dover School District
Exeter Region Cooperative School District
Franklin School District
Hillsboro Department of Corrections
International Institute of NH
Laconia School District
Manchester School District
Nashua Adult Learning Center
NH Coalition for Occupational Safety and Health
NH Department of Corrections
Plymouth School District
Salem School District
Second Start
Second Start – Staff Development
Southern NH Services/Manchester/Portsmouth

ADULT EDUCATION/POSTSECONDARY TRANSITIONS PROGRAMS – SCHOOL YEAR 2016-2017

Conway School District
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Kearsarge Regional School District
Keene School District
Manchester School District
Nashua Adult Learning Center
Nashua School District
North Country Education Services
Pinkerton Academy
Southern NH Services/Portsmouth
Winnacunnet School District

ADULT HIGH SCHOOL PROGRAMS – SCHOOL YEAR 2016-2017

Bedford School District
Claremont School District
Concord School District
Contoocook Valley Regional School District
Conway school District
Dover School District
Exeter Region Cooperative School District
Franklin School District
Goffstown School District
Governor Wentworth Regional School District
Hudson School District
Jaffrey-Rindge Cooperative School District
Kearsarge Regional School District
Keene School District
Laconia School District
Lisbon Regional School District
Londonderry School District
Manchester School District
Monadnock Regional School District
Nashua School District
Northumberland School District
Pembroke School District
Pinkerton Academy
Rochester School District
Salem School District
Winnacunnet School District

ENGLISH LANGUAGE/CIVICS EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017

Dover School District	International Institute of NH
Keene School District	Nashua Adult Learning Center
	NH Coalition for Occupational Safety and Health

ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2016-2017

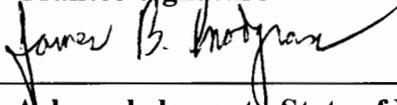
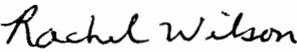
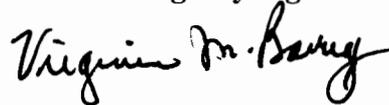
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second Start/Concord

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 Department of Education		1.2. State Agency Address 21 So. Fruit St., Suite #20, Concord, NH 03301	
1.3. Grantee Name Second Start		1.4. Grantee Address 17 Knight Street, Concord, NH 03301	
1.5. Grantee Phone # 603-228-1341	1.6. Account Number 06-056-70040000-072-500575 06-056-70040000-601-500931	1.7. Completion Date June 30, 2017	1.8. Grant Limitation \$674,554.00
1.9. Grant Officer for State Agency Art Ellison		1.10. State Agency Telephone Number 603-271-6698	
1.11. Grantee Signature 		1.12. Name & Title of Grantee Signor James B. Snodgrass, Executive Director	
1.13. Acknowledgment: State of New Hampshire, County of <u>Merrimack</u> , on <u>05/09/16</u> , 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 <u>he</u> executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 			
1.13.2. Name & Title of Notary Public or Justice of the Peace <div style="display: flex; justify-content: space-between; align-items: flex-end;"> Rachel Wilson <div style="text-align: right; font-size: small;"> RACHEL WILSON Notary Public - New Hampshire My Commission Expires January 27, 2021 </div> </div>			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) Virginia M. Barry, Ph.D. Commissioner of Education	
1.16. Approval by Attorney General (Form, Substance and Execution)(if applicable)			
By:  Assistant Attorney General, On: <u>01/1/16</u>			
1.17. Approval by Governor and Council (if applicable)			
By: _____ On: <u> / / </u>			

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”), the Grantee identified in block 1.3 (hereinafter referred to as “the Grantee”), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as “the Project”).

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
 4. EFFECTIVE DATE: COMPLETION OF PROJECT
 - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, if applicable, or signature by the agency 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 7c.
 - 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 seven (7) 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 seven (7) 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.
- 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.
- EVENT OF DEFAULT: REMEDIES
11. 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 damage 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.
- 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.
- 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

- 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 subcontracted 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:
 - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate 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 18.1 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

The Services

Second Start in Concord will provide the following services:

Project No. 1

The Adult Basic Education/English as a Second Language Program is a classroom based instructional program for adults with reading and math levels between the first and eighth grades. Upon completion of this program, students go into review courses for the high school equivalency test. Two hundred sixty-five adults will be served by the program.

Project No. 2

The Staff Development Project is responsible for providing staff training for two hundred fifty staff employed in adult basic education, adult high school, outreach and adult learner services programs throughout the state.

Project No. 3

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety undereducated adults. Coordinators of these programs are responsible for recruiting students and tutors, training tutors and providing instructional guidance.

Services at Second Start will be provided from their building at 17 Knight Street in Concord, but will also be available at the Merrimack County House of Corrections and in students' homes. Students receiving services will be from the City of Concord and twenty-eight surrounding communities.

Grantee Initials

Date

MBJ
5/9/16

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No. 1

Estimated Budget: Project No. 2

	FY 2017			FY2017
Salaries	\$181,557.00		Salaries	\$ 36,738.00
Health Insurance	25,249.00		Health Insurance	2,914.00
Social Security	13,889.00		Social Security	2,810.00
Unemployment	1,535.00		Unemployment	171.00
Workers Comp.	2,457.00		Workers Comp.	273.00
Professional Services	7,348.00		Presenters	86,265.00
Building	11,947.00		Building	6,293.00
Repair/Maintenance	1,427.00		Repair/Maintenance	768.00
Liability Insurance	1,057.00		Liability Insurance	569.00
Telephone	315.00		Telephone	273.00
Postage	313.00		Postage	313.00
Advertising	4,068.00		Travel	1,000.00
Supplies	2,400.00		Conferences	90,000.00
Instructional Materials	3,500.00		Consumables	2,400.00
Depreciation	11,166.00		Depreciation	6,013.00
Rent	3,150.00		Misc. Expenses	1,000.00
Indirect Cost	27,138.00		Indirect Cost	23,780.00
TOTAL	\$298,516.00		TOTAL	\$261,580.00

Estimated Budget: Project No. 3

	FY2017
Salaries	\$ 61,776.00
Health Insurance	14,837.00
Social Security	4,726.00
Unemployment	408.00
Workers Comp.	669.00
Professional Services	669.00
Building	6,387.00
Repair/Maintenance	713.00
Liability Insurance	1,626.00
Telephone	252.00
Postage	625.00
Advertising	2,592.00
Travel	500.00
Supplies	1,500.00
Instructional Materials	1,080.00
Depreciation	5,693.00
Indirect Cost	10,405.00
TOTAL	\$114,458.00

Limitation of Price:

This agreement will not exceed \$674,554.00.

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System.

Grantee Initials

Date

[Handwritten Signature]
5/9/16

EXHIBIT C

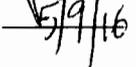
Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110- "Uniform Administrative Requirements for Grants and Agreements with institutions of High Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under executive Order 12549, "Debarment and Suspension."

Grantee Initials

Date

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301
TO: Bureau of Adult Ed
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAU/RA: 519
Proposed Project Title: ABE Program at Second Start
Project Period: 7/1/2016 to: 6/30/2017

PROJECT MANAGER: NAME: James B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

FINANCIAL CONTACT: NAME: Dot Fournier
E-MAIL ADDRESS: dfournier@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
FAX: 603-228-3852

TELEPHONE: 603-228-1341 Ext 4214
FAX: 603-228-3852

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.

APPROVED INDIRECT COST RATE: 10 %

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

SECOND START
17 KNIGHT ST
CONCORD NH

James B Snodgrass, Executive Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

James B. Snodgrass
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

5/9/2016
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301
TO: Bureau of Adult Ed
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAURA: 519 Proposed Project Title: Statewide Staff Development Project Period: 7/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER: NAME: James B Snodgrass TITLE: Executive Director
ADDRESS: 17 Knight St Concord NH 03301 TELEPHONE: 603-228-1341 Ext 4216
E-MAIL ADDRESS: jsnodgrass@second-start.org FAX: 603-228-3852

FINANCIAL CONTACT: NAME: Dot Fournier TELEPHONE: 603-228-1341 Ext 4214
E-MAIL ADDRESS: dfournier@second-start.org FAX: 603-228-3852

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.

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- 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:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: _____ 10 %

James B Snodgrass Executive Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or R/CHIEF FINANCIAL OFFICER

James B Snodgrass
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or R/CHIEF FINANCIAL OFFICER

5/9/2016
DATE

TYPE OF CHANGE	
xxxxxx	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301

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

SAU/RA: 519

Proposed Project Title: Adult Learner Services at Second Start

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

The following information is required for all projects

PROJECT MANAGER:
NAME: James B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
FAX: 603-228-3852

FINANCIAL CONTACT:
NAME: Dot Fournier
E-MAIL ADDRESS: dfournier@second-start.org

TELEPHONE: 603-228-1341 Ext 4214
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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: 10 %

James B Snodgrass
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or R/CHIEF FINANCIAL OFFICER

James B Snodgrass
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or R/CHIEF FINANCIAL OFFICER

5/9/2016
DATE

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SECOND START is a New Hampshire nonprofit corporation formed September 3, 1971. 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 4th day of April A.D. 2016

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

William M. Gardner
Secretary of State

Certificate of Authority

I, George Pangakis, Clerk/Secretary of Second Start do hereby certify that:

- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following is a true and complete copy of the resolutions voted by the Executive Committee of the Board of Directors of Second Start on May 9, 2016. The vote is in accordance with the law of New Hampshire and the by-laws of the corporation:

That: Second Start will enter into a contract with the NH Department of Education to provide adult education services. This resolution shall remain in effect until specifically revoked.

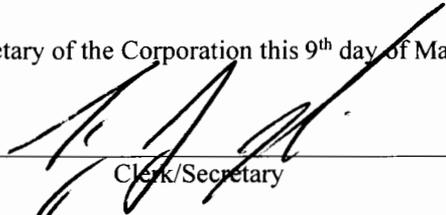
That: Second Start's Board of Directors has named James Snodgrass as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The foregoing resolutions are in full force and effect, unamended, as of the date hereof; and
- (5) The following persons lawfully occupy the offices indicated below:

- Deb Shea, President
- James Snodgrass, Executive Director
- Dodd Griffith, Vice President
- George Pangakis, Secretary
- Matt Nadeau, Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 9th day of May, 2016.

(Corporate Seal if any)



 Clerk/Secretary

(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

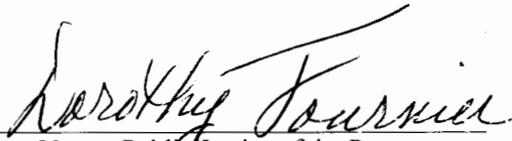
STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack NH

On May 9, 2016, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that he executed the foregoing certificate.

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





 Notary Public Justice of the Peace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/9/2016

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

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

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425 INSURED Second Start 17 Knight Street Concord NH 03301	CONTACT Pat Mack NAME: PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188 E-MAIL ADDRESS: pat@esinsurance.com INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Great American Ins Group INSURER B: AmTrust INSURER C: United States Fire Insurance Co. INSURER D: INSURER E: INSURER F:
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COVERAGES

CERTIFICATE NUMBER: 2015-2016

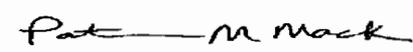
REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PAC4067426-00	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CAP4067427	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		UMB4067428-00	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	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	TWC3518387	1/1/2016	1/1/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Accident Policy		US161713	12/31/2015	12/31/2016	Medical Payments Limit \$50,000

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

CERTIFICATE HOLDER**CANCELLATION**

State of NH, Dept of Education Bureau of Adult Education 20 South Fruit St, Suite 20 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 Pat Mack/PAT 
---	--

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SECOND START
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2015 AND 2014

ASSETS

	2015	2014
CURRENT ASSETS		
Cash	\$ 199,296	\$ 63,148
Accounts Receivable	20,789	33,402
Grants Receivable	95,345	182,252
Unconditional Promises to Give	51,967	-
Prepaid Expenses	85,258	14,639
Security Deposits	-	2,530
<i>Total Current Assets</i>	<u>452,655</u>	<u>295,971</u>
PROPERTY AND EQUIPMENT		
Property and Equipment	2,988,405	2,952,383
Less Accumulated Depreciation	<u>(1,662,300)</u>	<u>(1,565,408)</u>
<i>Net Property and Equipment</i>	<u>1,326,105</u>	<u>1,386,975</u>
TOTAL ASSETS	<u>\$ 1,778,760</u>	<u>\$ 1,682,946</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Current Portion of Long-Term Debt	\$ -	\$ 1,542
Accounts Payable	24,840	24,442
Accrued Expenses	184,970	176,836
Deferred Revenue	<u>10,474</u>	<u>5,268</u>
<i>Total Current Liabilities</i>	<u>220,284</u>	<u>208,088</u>
TOTAL LIABILITIES	<u>220,284</u>	<u>208,088</u>
NET ASSETS		
Unrestricted		
Board-Designated	50,000	50,000
Undesignated	1,431,066	1,387,258
Temporarily Restricted	<u>77,410</u>	<u>37,600</u>
TOTAL NET ASSETS	<u>1,558,476</u>	<u>1,474,858</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,778,760</u>	<u>\$ 1,682,946</u>

The Accompanying Notes are an Integral Part of These Financial Statements

SECOND START
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	Unrestricted	Temporarily Restricted	2015	2014
SUPPORT AND REVENUES				
Contributions	\$ 35,090	\$ -	\$ 35,090	\$ 27,900
United Way	8,207	51,967	60,174	52,268
Fees from Governmental Agencies	814,387	-	814,387	735,446
Grants from Governmental Agencies	943,249	-	943,249	951,305
Grants - Private	30,000	-	30,000	11,000
Private Fees	825,343	30,000	855,343	846,380
Miscellaneous	54,476	-	54,476	13,694
Total Support and Revenues	<u>2,710,752</u>	<u>81,967</u>	<u>2,792,719</u>	<u>2,637,993</u>
NET ASSETS RELEASED FROM RESTRICTIONS				
Expiration of Program Restrictions	42,157	(42,157)	-	-
EXPENSES				
Program Services				
Instruction and Student Activities	1,830,160	-	1,830,160	1,761,831
Staff Development and Professional Fees	187,984	-	187,984	202,647
Other Program Costs	187,974	-	187,974	177,159
Occupancy	80,948	-	80,948	74,019
Direct Depreciation	74,709	-	74,709	78,708
Total Program Services	<u>2,361,775</u>	<u>-</u>	<u>2,361,775</u>	<u>2,294,364</u>
Support Services				
General Administrative	347,326	-	347,326	327,189
Total Support Services	<u>347,326</u>	<u>-</u>	<u>347,326</u>	<u>327,189</u>
Total Expenses	<u>2,709,101</u>	<u>-</u>	<u>2,709,101</u>	<u>2,621,553</u>
CHANGES IN NET ASSETS				
Net Assets, Beginning of Year	43,808	39,810	83,618	16,440
Net Assets, End of Year	<u>1,437,258</u>	<u>37,600</u>	<u>1,474,858</u>	<u>1,458,418</u>
	<u>\$ 1,481,066</u>	<u>\$ 77,410</u>	<u>\$ 1,558,476</u>	<u>\$ 1,474,858</u>

The Accompanying Notes are an Integral Part of These Financial Statements

SECOND START
STATEMENTS OF CASH FLOWS
FOR YEARS ENDED JUNE 30, 2015 AND 2014

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in Net Assets	\$ 83,618	\$ 16,440
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities:		
Depreciation	99,930	106,244
(Increase) Decrease in Operating Assets:		
Accounts Receivable	12,613	31,466
Grants Receivable	86,907	(59,878)
Pledges Receivable	(51,966)	-
Prepaid Expenses	(70,619)	(1,946)
Security Deposits	2,530	600
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	398	10,491
Accrued Expenses	8,134	8,705
Deferred Revenue	5,206	2,115
Total Adjustments	<u>93,133</u>	<u>97,797</u>
<i>Net Cash Provided by Operating Activities</i>	<u>176,751</u>	<u>114,237</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	<u>(39,061)</u>	<u>(82,508)</u>
 CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of Long-Term Debt	<u>(1,542)</u>	<u>(9,096)</u>
 NET INCREASE (DECREASE) IN CASH		
	136,148	22,633
<i>Cash, Beginning of Year</i>	<u>63,148</u>	<u>40,515</u>
<i>Cash, End of Year</i>	<u>\$ 199,296</u>	<u>\$ 63,148</u>
 Supplemental Disclosure of Cash Flow Information		
Cash Paid During the Year For:		
Interest	<u>\$ 88</u>	<u>\$ 1,408</u>

The Accompanying Notes are an Integral Part of These Financial Statements

SECOND START
COMBINING SCHEDULE OF SUPPORT AND REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2015

	<u>General & Building</u>	<u>Special Education</u>	<u>T.E.T. Program</u>	<u>Alternative High School</u>	<u>Student Assistance</u>	<u>Adult Basic Education</u>	<u>Adult Learner</u>	<u>Welcoming Concord</u>	<u>Daycare</u>	<u>Total</u>
SUPPORT AND REVENUES										
Contributions	\$ 5,101	\$ -	\$ -	\$ 26,048	\$ -	\$ -	\$ 161	\$ -	\$ 3,780	\$ 35,090
United Way	-	-	-	9,135	-	28,666	2,900	-	19,473	60,174
Fees from Governmental Agencies	-	271,318	145,218	195,652	139,026	63,173	-	-	-	814,387
Grants from Governmental Agencies	-	-	-	-	79,883	534,195	106,402	-	222,769	943,249
Grants-Private	-	-	-	-	-	-	-	30,000	-	30,000
Private Fees	-	-	-	-	-	-	-	-	855,343	855,343
Miscellaneous	36,578	2,144	-	513	-	13,003	260	-	1,978	54,476
Total Support and Revenues	41,679	273,462	145,218	231,348	218,909	639,037	109,723	30,000	1,103,343	2,792,719
EXPENSES										
Program Services										
Instruction and Student Activities	6,649	230,841	78,420	147,970	179,085	323,148	74,552	2,329	787,166	1,830,160
Staff Development and Professional Fees	147	2,192	538	867	1,814	174,760	805	2,100	4,761	187,984
Other Program Costs	9,661	18,324	18,537	13,876	4,923	31,448	9,782	128	81,295	187,974
Occupancy	-	7,352	2,888	7,356	986	19,375	6,992	0	35,999	80,948
Direct Depreciation	-	12,094	2,306	7,058	404	13,553	4,782	0	34,512	74,709
Total Program Services	16,457	270,803	102,689	177,127	187,212	562,284	96,913	4,557	943,733	2,361,775
Support Services										
General Administrative	-	41,471	16,221	25,772	17,992	89,749	14,657	0	141,464	347,326
Total Support Services	-	41,471	16,221	25,772	17,992	89,749	14,657	0	141,464	347,326
Total Expenses	16,457	312,274	118,910	202,899	205,204	652,033	111,570	4,557	1,085,197	2,709,101
Excess (Deficiency) of Support and Revenues Over Expenses	25,222	(38,812)	26,308	28,449	13,705	(12,996)	(1,847)	25,443	18,146	83,618
Net Assets, Beginning of Year	969,607	(515,475)	21,026	507,762	(4,554)	123,779	(56,365)	-	429,079	1,474,858
Net Assets, End of Year	\$ 994,829	\$ (554,287)	\$ 47,334	\$ 536,211	\$ 9,151	\$ 110,783	\$ (58,212)	\$ 25,443	\$ 447,225	\$ 1,558,476

SECOND START
 COMBINING SCHEDULE OF SUPPORT AND REVENUES, EXPENSES AND CHANGES IN NET ASSETS
 FOR THE YEAR ENDED JUNE 30, 2014

	<u>General & Building</u>	<u>Special Education</u>	<u>T.E.T Program</u>	<u>Alternative High School</u>	<u>Student Assistance</u>	<u>Adult Basic Education</u>	<u>Adult Learner</u>	<u>Daycare</u>	<u>Total</u>
SUPPORT AND REVENUES									
Contributions	\$ 4,958	\$ -	\$ -	\$ 18,649	\$ -	\$ 4,093	\$ 150	\$ 50	\$ 27,900
United Way	-	-	-	8,389	-	24,135	2,027	17,717	52,268
Fees from Governmental Agencies	-	283,694	111,163	192,208	71,858	76,523	-	-	735,446
Grants from Governmental Agencies	-	-	-	-	52,798	551,501	104,415	242,591	951,305
Grants-Private	-	-	-	-	-	11,000	-	-	11,000
Private Fees	-	-	-	-	-	-	-	846,380	846,380
Miscellaneous	5,309	-	-	737	680	3,166	40	3,762	13,694
Total Support and Revenues	<u>10,267</u>	<u>283,694</u>	<u>111,163</u>	<u>219,983</u>	<u>125,336</u>	<u>670,418</u>	<u>106,632</u>	<u>1,110,500</u>	<u>2,637,993</u>
EXPENSES									
Program Services									
Instruction and Student Activities	6,391	223,926	80,263	135,982	118,383	331,909	72,541	792,436	1,761,831
Staff Development and Professional Fees	315	2,640	437	1,115	2,581	191,169	732	3,658	202,647
Other Program Costs	3,511	18,285	15,419	14,760	7,010	32,173	10,124	75,877	177,159
Occupancy	-	7,210	2,805	7,210	960	16,368	6,370	33,096	74,019
Direct Depreciation	-	12,782	2,633	7,155	482	17,111	5,247	33,298	78,708
Total Program Services	<u>10,217</u>	<u>264,843</u>	<u>101,557</u>	<u>166,222</u>	<u>129,416</u>	<u>588,730</u>	<u>95,014</u>	<u>938,365</u>	<u>2,294,364</u>
Support Services									
General Administrative	198	38,814	16,775	26,061	10,333	92,048	13,701	129,259	327,189
Total Support Services	<u>198</u>	<u>38,814</u>	<u>16,775</u>	<u>26,061</u>	<u>10,333</u>	<u>92,048</u>	<u>13,701</u>	<u>129,259</u>	<u>327,189</u>
Total Expenses	<u>10,415</u>	<u>303,657</u>	<u>118,332</u>	<u>192,283</u>	<u>139,749</u>	<u>680,778</u>	<u>108,715</u>	<u>1,067,624</u>	<u>2,621,553</u>
Excess (Deficiency) of Support and Revenues Over Expenses	(148)	(19,963)	(7,169)	27,700	(14,413)	(10,360)	(2,083)	42,876	16,440
Net Assets, Beginning of Year	<u>969,755</u>	<u>(495,512)</u>	<u>28,195</u>	<u>480,062</u>	<u>9,859</u>	<u>134,139</u>	<u>(54,282)</u>	<u>386,203</u>	<u>1,458,418</u>
Net Assets, End of Year	<u>\$ 969,607</u>	<u>\$ (515,475)</u>	<u>\$ 21,026</u>	<u>\$ 507,762</u>	<u>\$ (4,554)</u>	<u>\$ 123,779</u>	<u>\$ (56,365)</u>	<u>\$ 429,079</u>	<u>\$ 1,474,858</u>

STATE OF NEW HAMPSHIRE

Recording fee: \$10.00 (Note 1)
Use black print or type.
Leave 1" margins both sides.

Form No. NP 3
RSA 292:5 & 7

AFFIDAVIT OF AMENDMENT
OF

PROJECT SECOND START
A NEW HAMPSHIRE NONPROFIT CORPORATION

I, Priscilla S. Reinersten, the undersigned, being the Secretary (Note 2) of the above named New Hampshire non-profit corporation do hereby certify that a meeting was held on February 10, 1986, in Concord, New Hampshire (Note 3). For the purpose of amending the articles of agreement and the following amendment(s) were unanimously approved by the corporation:

Revision to the Corporation's purpose statement to read as follows:

"The Corporation is organized for the purpose of assisting low income and disadvantaged persons to improve their living conditions by providing an integrated educational program, including but not limited to, adult basic education, special education, child care services, job training and career counseling, and related support services."

Received and Recorded in the City Clerk's Office, Concord, NH
September 25, 1986

Volume #303, Page #17

Elizabeth Campbell
Elizabeth Campbell
City Clerk

A true record, attest: Priscilla S. Reinersten
(Signature)

Date signed September 16, 1986

- Notes: 1. Make check payable to N. H. Secretary of State.
2. Clerk, secretary or other officer.
3. Town/city and state.

Mail fee and DUPLICATE ORIGINALS (ORIGINAL SIGNATURES ON BOTH) to:
Secretary of State, State House, Rm. 204, Concord, NH 03301-4589.

File a copy with Clerk of the town/city of the principal place of

Budget Narrative FY 2017
 Adult Basic Education
 July 1, 2016 to June 30, 2017

A. Personnel Services

Administrative

J Snodgrass	Executive Director	/hr	x	10 hrs/wk	x	52 weeks	\$	27,768
J DelDeo	Coordinator	/hr	x	34 hrs/wk	x	52 weeks	\$	53,040
S Turner	Teacher (HOC)	/hr	x	10 hrs/wk	x	46 weeks	\$	14,605
	Prep time						\$	2,086
V Dunn	Counselor	/hr	x	16 hrs/wk	x	34 weeks	\$	16,184
E Terry	Teacher (HISET DAYS)	/hr	x	6 hrs/wk	x	33 weeks	\$	5,742
	Prep time						\$	820
S Carita	Teacher (HISET EVES)	/hr	x	6 hrs/wk	x	32 weeks	\$	4,320
C Shepard	Counselor(EVES)	/hr	x	6 hrs/wk	x	32 weeks	\$	4,992
E Karmen	Teacher (ESOL DAY)	/hr	x	6 hrs/wk	x	32 weeks	\$	5,136
E Karmen	Teacher (EVES ADVISOR)	/hr	x	6 hrs/wk	x	33 weeks	\$	5,297
E Karmen/V Dunn	program support specialist	/hr	x	9 hrs/wk	x	34 weeks	\$	6,120
Mollano	Teacher (ESOL DAYS)	/hr	x	6 hrs/wk	x	33 weeks	\$	4,505
	Prep time						\$	644
Earle	Teacher (ESOL DAYS)	/hr	x	6 hrs/wk	x	32 weeks	\$	4,368
	Prep time						\$	624
Olson	Teacher (ESOL DAYS)	/hr	x	6 hrs/wk	x	33 weeks	\$	4,505
	Prep time						\$	644
Bitner -Shuey	Teacher (ESOL EVES)	/hr	x	6 hrs/wk	x	33 weeks	\$	4,455
	Prep time						\$	636
Ganvanovic	Teacher (ESOL EVES)	/hr	x	6 hrs/wk	x	33 weeks	\$	5,247
	Prep time						\$	750
S Bahuma	Teacher (driver ESOL)	/hr	x	6 hrs/wk	x	24 weeks	\$	4,320
S Bubb	JEPD Facilitator	/hr	x	40			\$	1,000
	JEPD	/hr	x	20 hours		6 staff	\$	1,800
	Registrar	/hr	x	24.0 hrs/wk	x	1 weeks	\$	600
	Salary Total						\$	174,003
	Prep time total						\$	7,555
	Total for all Personnel Services						\$	181,557

Budget Narrative FY 2017
 Statewide Staff Development
 July 1, 2016 to June 30, 2017

Personnel Services

S O'Brien	Controller	\$34.75	/hr	x	6 hrs/wk	x	52 weeks	\$	10,842
L Feinman	Administrative Support	\$16.50	/hr	x	14 hrs/wk	x	52 weeks	\$	12,012
J Snodgrass	Exec Director	\$53.40	/hr	x	5 hrs/wk	x	52 weeks	\$	13,884

Salary Total
 Total for all Personnel Services

\$	<u>36,738</u>
\$	36,738

Budget Narrative FY 2017
 Adult Learner Services
 July 1, 2016 to June 30, 2017

Personnel Services

J DelDeo	ABE Program Coordinator	\$30.00	/hr	x	6 hrs/wk	x	52 weeks	\$	9,360
S Bubb	ALS Coordinator	\$28.80	/hr	x	35 hrs/wk	x	52 weeks	\$	52,416
								\$	<u>61,776</u>
							Salary Total	\$	61,776
							Total for all Personnel Services	\$	61,776

JAMES B. SNODGRASS

EMPLOYMENT

05/75 to Present Executive Director
Second Start, Concord, NH

09/74 to 05/75 Resident Counselor
Franklin Pierce College,
Rindge, NH

01/72 to 06/73 Teacher
Services for Education and
Rehabilitation in Addiction
1065 University Avenue
Bronx, NY

EDUCATION

1973 to 1974 Antioch Graduate School, 1 Elm Street, Keene,
NH, M. Ed. Administration

Assistant to Director of Admissions and Work
Study Coordinator

1967 to 1971 Miami University, Oxford, Ohio
B.S. in Education, Major in Political Science

CERTIFICATION

Social Studies Teacher, Grades 7-12, State of New Hampshire

Administration and Supervision, State of New Hampshire

REFERENCES

Available on Request

Stephen Turner

Professional Experience:

- 2001- present Second Start, Concord, NH
Adult Education Teacher at Merrimack County House of Corrections
- 1997- 1998 The Research Foundation, State University of New York, Albany, NY
Research Associate and Development Officer
- 1994- 1997 Harbor Counseling
Educational/Psychological Consultant
- 1989-1994 First New Hampshire Bank, Manchester, NH
Vice President of Business Development and Trust Officer
- 1986-1989 New England Mutual Life, Bedford, NH
Regional Marketing Manager and Investment Specialist

Education:

University of Wisconsin
Madison, WI
Master of Science (1975), Behavioral Disabilities

Columbia University
New York, NY
Master of Arts (1978), Educational Psychology

Harvard University
Cambridge, MA
Certificate of Advanced Studies (1983), Planning and Social Policy

Vigdis Dunn

Professional Experience:

- 2001- present Second Start
Concord, NH
Adult Education Student Advisor
- 1999- 2001 Bancroft Employment Services
Concord, NH
Staffing Coordinator, Out of Site Training
Coordinator, Projects with Industry Program
Coordinator/Instructor, Project Entry Program
- 1997-1998 New Hampshire Job Training Council, Jobs for NH Graduates Program
Laconia, NH
Youth Specialist
- 1997 Seminole Point Hospital
Sunapee, NH
Case Manager
- 1996-1997 Seaborne Hospital
Dover, NH
Primary Therapist
Counselor 1

Education:

- Northeastern University
Boston, MA
Bachelor of Science (1992), Psychology
- Quinnipiac College
Hamden, CT
Bachelor of Arts, Psychology (3 years completed)

Edwin Terry

Professional Experience:

2004- current	Second Start, Concord, NH Adult Education Instructor
1989-2004	James H. Eldredge School, East Greenwich, RI Classroom Teacher- Grade 6 Math/Science
1988-1999	Bristol Community College, Fall River, MA Adult Basic Education Instructor
1983-1989	East Greenwich High School, East Greenwich, RI Reading Specialist/ Instructor
1979-1983	Pembroke Academy, Pembroke, NH (Grades 9-12) Teacher of Modified Classes; Resource Room Program Coordinator & Teacher; Case Manager

Education:

Providence College
Providence, RI
Graduate Coursework (School Administration)

Rhode Island College
M .Ed.- Reading
Additional Coursework (School Administration)

Roger Williams College
Bristol, RI
BA- History/English

Sheila Carita

Employment:

2015-Present	Teacher Second Start Concord, NH
2012	General Special Education Teacher/Case Manager Franklin School District Franklin, NH
2010-2012	General Special Education Teacher City of Manchester School Department Manchester, NH
1998-2010	Paraprofessional City of Manchester School Department Manchester, NH
2002-Present	After School Program Site Director Greater Manchester YMCA Manchester, NH

Education:

2012	Masters in Special Education Plymouth State University
2009	Bachelor of Science- Human Services Springfield College

Certifications:

NH Teacher Certification
CPR Certification
First Aid Certification

References:

Available on Request

Christina Shepard

Professional Experience:

2011- present	Second Start Concord, NH Student Advisor
2009-2011	Denali Family Services Foster Care Licensing Specialist
2007-2009	Acadia Hospital Access Center Associate Clinical Associate Psychiatric Associate
2006-2007	Fed Ex Ground Office Assistant
2005-2006	Penobscot Job Corps Residential Advisor
2004-2005	Shaw House- Mason Place Residential Counselor

Education:

2007	University of Maine Bachelors of Social Work Child and Family Development Minor
------	---

EMILY KARMEN

Professional Experience:

- 2006- present Second Start
Concord, NH
English as a Second Language Instructor
- 2004- 2006 London School of English, Computing and Business Management
London, United Kingdom
Teacher of English
- 2000- 2003 Public School 50, Vito Marcantonio School
New York, NY
Elementary Classroom Teacher

Education:

Institute of London, University of London
London, United Kingdom
MA Education (2004) School Effectiveness and School Improvement

Trinity College, Windor Institute
Barcelona, Spain
Certificate in TESOL (2004)

Columbia University, Center for Environmental Research and Conservation
New York, NY
Certificate in Conservation Biology (2004)

Barnard College, Columbia University
New York, NY
Bachelor of Arts (2000), Art History

Kara Mollano

Professional Experience:

2013- present	Second Start Concord, NH English as a Second Language Teacher
2009-2012	Second Start Concord, NH Tutor
2000-2001	University of Rochester, Center for Academic Support Rochester, NY Academic Advisor

Education:

University of Iowa
Iowa City, IA
Master of Arts in History

Columbia University
New York, NY
B.A., Arts

Sarah Earle

Professional Experience:

2014- present	Second Start Concord, NH English as a Second Language Teacher
2014	The Language Company Fairfax, VA ESL Instructor
2013-2014	Winnisquam Regional School District Tilton, NH ESOL Instructor
2010-2013	Freelance Writer

Education:

Southern New Hampshire University
Manchester, NH
M.Ed., Teaching English to Speakers of Other Languages

Bob Jones University
Greenville, SC
B.A., English

Noella Olson

Professional Experience:

- | | |
|---------------|---|
| 2014- present | Second Start
Concord, NH
English as a Second Language Teacher |
| 2014 | Worcester Community Action Council
Southbridge, MA
ESOL/Literacy Teacher |
| 2013- present | Southern New Hampshire University
Manchester, NH
Adjunct Professor- Graduate Language Studies |
| 2013 | Southern New Hampshire Services, English for New Americans
Manchester, NH
ESOL/Literacy Teacher |
| 2010- 2013 | International Institute of New England
Manchester, NH
ESOL/Literacy Teacher |

Education:

- | | |
|------|---|
| 2013 | Southern New Hampshire University
Manchester, NH
M.S., Teaching English as a Foreign Language |
| 1994 | Notre Dame College
Manchester, NH
B.A., Elementary Education |

Manuela Bittner-Shuey

Professional Experience:

2014- present	Second Start Concord, NH ESOL Teacher
2001- 2005	Pembroke Hill Elementary School Pembroke, NH Student Support Program Assistant
2000-2001	Jobs for New Hampshire Graduates Manchester, NH Program Director
1990-2000	Jobs for New Hampshire Graduates Manchester, NH Youth Services Coordinator
1987-1990	Salem High School, Pinkerton Academy and Pembroke Academy Youth Specialist

Education:

2010	Plymouth State University Plymouth, NH Reading and Writing Specialist Certification
2004	Plymouth State University Plymouth, NH M.Ed., General Special Education
	University of New Hampshire Durham, NH B.S., Business Administration

Yulia Garvanovic

Professional Experience:

2010- present Second Start
Concord, NH
English as a Second Language Instructor

2004- 2008 Private ESL Tutor
Russia

Education:

2010- present Southern New Hampshire University
Manchester, NH
Masters in TESOL (Teaching English as a Second Language)

2008 N. Novgorod State Linguistic University
Russia
Bachelors in Linguistics

Samuel K. Bahuma

Employment:

2015-Present	Crotched Mountain Rehabilitation Center Greenfield, NH
2006-2013	Volunteer Associate NH Bible Society Concord, NH
2008-2009	Daycare Provider Granite by Connection Concord, NH
2011	Mental Health Worker New Hampshire Hospital Concord, NH

Education:

2011-2014	Bachelor of Science- Justice Studies Southern New Hampshire University
2008-2010	Associates Degree- Criminal Justice Concord Community College (NHTI)

Certifications:

Certified Mental Health Worker II
Certified Citizenship & Immigration Teacher

References:

Available on Request

Susan Bubp

Professional Experience:

1983- present	Second Start Concord, NH Adult Learner Services Coordinator Adult Basic Education Teacher
1999- 2001	NCSALL/ World Education, Practitioner Dissemination Network Boston, MA NH Practitioner Leader
1988-1995	Concord School District Concord, NH ESL tutor
1976-1982	New Hampshire State Prison Concord, NH English Instructor

Education:

Pennsylvania State University
Bachelor of Science (1975), Law Enforcement and Corrections

New Hampshire Teacher's Certification- English

Susan A. O'Brien

Employment:

2012-Present	Controller Second Start Concord, NH
2012	Part-Time Accountant Colospace, Inc. Bedford, NH
2008-2012	Part-Time Senior Accountant NewGround Portsmouth, NH
2008	Part-Time Accounting Clerk Michael F. Reilly, CPA Haverhill, MA
2001-2004	Sen. Accountant/Sen. Financial Analyst Waste Management Hampton, NH
1999-2001	Accountant II University of NH Durham, NH
1997-1999	Senior Financial Analyst University of Maine System Bangor, ME

Education:

1996	Masters of Science- Business Husson College
1989-1993	Bachelor of Science- Business Administration University of Maine at Orono

References:

Available on Request

Lindsay Feinman

Employment:

2015-Present

Administrative Assistant
Second Start
Concord, NH

2014-2015

Communications Assistant, AmeriCorps VISTA
Court Appointed Special Advocates of NH
Manchester, NH

2013

Intern
Monadnock Developmental Services
Keene, NH

2012-2013

Teacher Assistant
Tutor Time Childcare Center
Pleasantville, NY

Education:

2014

Bachelor of Arts- Sociology
Minor- Studio Art
Keene State College

References:

Available on Request

Second Start Board of Directors

Updated January 2016

Deb Shea	Business Owner/Management Training Educator by Profession The Barley House Restaurant & Tavern 132 North Main Street Concord, NH 03301 228-6363 solysol_2000@yahoo.com	President Member since 2009
Dodd Griffith	Attorney Gallagher, Callahan & Gartrell 214 North Main Street PO Box 1415 Concord, NH 03302 545-3610 Fax: 228-8396 griffith@gcglaw.com	Vice President Member since 2014
George Pangakis	Director of Safety and Security St. Paul's School 325 Pleasant Street Concord, NH 03301 229-4639 Fax:229-4655 gpangakis@sps.edu	Secretary Member since 2012
Matt Nadeau	Associate Accountant Nathan Wechsler & Company 70 Commercial Street, Suite 401 Concord, NH 03301-5031 224-5357 Ext. 327 Fax: 224-3792 mnadeau@nathanwechsler.com	Treasurer Member since 2012
Frank Lemay	President Milestone Engineering & Construction, Inc. 1 Horseshoe Pond Lane PO Box 2279 Concord, NH 03302-2279 226-3877 Fax: 226-3361 frank@milestoneengcon.com	 Member since 2005
Helmut Koch	President Exacom, Inc. 99 Airport Road Concord, NH 03301 228-0706 ext. 535 Fax: 228-0254 helmut.koch@exacom.com	 Member since 2008

Directors Serve Without Compensation.

Will Brunkhorst

Software Consultant

Member since 2008

Tom Painchaud

Senior VP of Distribution Services
New Hampshire Distributors
65 Regional Drive
PO Box 267
Concord, NH 03302-0267
410-1823
tpainchaud@nhdist.com

Member since 2012

Maria del Mar Acebron

Senior Teller
Merrimack County Savings Bank
Business Center
190 North Main Street
Concord, NH 03301
545-6030
macebron@mcsbnh.com

Member since 2012

Becky Schaefer

Guidance
Concord High School
170 Warren St, Concord, NH
Concord, NH 03301
225-0800
bshafer@mcsbnh.com

Member since 2015

Valerie Koch

Instructor Teacher Preparation CRTC
Abbot Downing School
152 South Street
Concord, NH 03301
225-0827
valflanders2@gmail.com

Member since 2016

Andrew Grosvenor

Attorney
Merritt Merritt and Moulton
60 Lake Street
Burlington, VT 05401
(401) 935-2010
drewgrosvenor@gmail.com

Member since 2016

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1881

