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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 30, 2014

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to Lutheran Community Services, Concord, NH (vendor code 112556) not to exceed \$159,057.00 effective July 1, 2014 or upon Governor and Council approval whichever is later through June 30, 2015 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will provide English as a Second Language classes to refugees in the Concord and Laconia communities. **40% Federal Funds, 60% General Funds.**

Funding is available in the account entitled Adult Education for FY 14/15 as follows:

		<u>FY2015</u>
06-56-56-5666010-70040000-072-500575	Grants-Federal	\$63,622.80
06-56-56-5666010-70040000-601-500931	State Fund Match	\$95,434.20

EXPLANATION

This grant requests funds to provide English as a Second Language classes to refugees in the Concord and Laconia communities. Approximately 150 adults will be served by the program.

All federal and state adult education grants are 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 Investment Act-Title II).

Funding for this grant comes from the Adult Education and Family Literacy Act. 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. Agencies eligible for grants from the Bureau of Adult Education include school districts and private not for profit organizations. Applications are evaluated and funds granted based upon criteria ranging from per pupil cost to the quality of instruction provided.

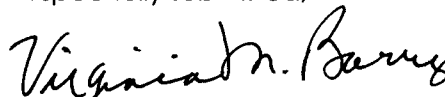
Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 30, 2014

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 8,000 adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to Lutheran Community Services.

Should federal funds become no longer available, additional general funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive style with a large initial "V".

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

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 11, 2014.

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 contract.

The applications were reviewed by the Department of Education, Bureau of Adult Education's Administrator and Education Consultant. Both have experience in evaluation of application submissions utilizing the criteria below.

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 of the applicable fiscal year.

Criteria for Awarding Grants/Contracts to Local Agencies

(Adult Education and Family Literacy Act-Title II-Workforce Investment Act of 1998)

1. the degree to which the eligible provider will establish measurable goals for participant outcomes;
2. the past effectiveness of an eligible provider in improving the literacy skills of adults and families, and, after the 1-year period beginning with the adoption of an eligible agency's performance measures under section 212, the success of an eligible provider receiving funding under this subtitle in meeting or exceeding such performance measures, especially with respect to those adults with the lowest levels of literacy;
3. the commitment of the eligible provider to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills;
4. whether or not the program-
 - a. is of sufficient intensity and duration for participants to achieve substantial learning gains; and
 - b. uses instructional practices, such as phonemic awareness, systematic phonics, fluency, and reading comprehension that research has proven to be effective in teaching individuals to read;
5. whether the activities are built on a strong foundation of research and effective educational practice;
6. whether the activities effectively employ advances in technology, as appropriate, including the use of computers;
7. whether the activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship;
8. whether the activities are staffed by well-trained instructors, counselors, and administrators;
9. whether the activities coordinate with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, post-secondary educational institutions, one-stop centers, job training programs, and social service agencies;
10. whether the activities offer flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
11. whether the activities maintain a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance against the eligible agency performance measures; and
12. whether the local communities have a demonstrated need for additional English literacy programs.

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: _____
Lutheran Community Services, Inc.
261 Sheep Davis Rd. Ste. A-1
Concord, NH 03301
SAURA: 999

TO: Art Ellison
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301

Proposed Project Title: Services for New Americans/ESOL Program

Project Period: 7/1/2014 to: 6/30/2015

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

PROJECT MANAGER: NAME: Amy Marchildon TITLE: Director
ADDRESS: 261 Sheep Davis Rd. Ste. A-1, Concord, NH 03301 TELEPHONE: 603-224-8111
E-MAIL ADDRESS: amarchildon@issne.org FAX: 603-224-5473

FINANCIAL CONTACT: NAME: Stephanie Richartz TELEPHONE: 603-224-8111
E-MAIL ADDRESS: srichartz@issne.org FAX: 603-224-5473

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:

APPROVED INDIRECT COST RATE: _____ 10 %

Lutheran Community Services, Inc.
261 Sheep Davis Rd., Ste A-1
Concord, NH 03301

Lisa Cohen - Executive Vice President
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
Lisa Cohen
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
5/31/14
DATE

English to Speakers of Other Languages

Presented To

***Bureau of Adult Education
Department of Education
State of New Hampshire***

Submitted By

***Services for New Americans
Lutheran Community Services of New Hampshire, Inc.***

Executive Summary

This grant requests funds to provide English to Speakers of Other Languages classes to newly arriving refugees in the Concord and Laconia communities. Each of the two classes would provide twelve hours of language instruction in each community per week. The adults being served qualify both as undereducated and low-income.

I. NEEDS ASSESSMENT

Introduction

The Services for New Americans program of LCS-NH began resettling refugees in New Hampshire in 1997. The quality of life available in New Hampshire to the newly arriving refugees has been excellent. They are living in "small town America;" relatively free of crime and replete with opportunities for education, medical care, and employment. The refugees themselves have made very positive reports and when given an opportunity to move to an urban area, almost all have declined. Enough refugees have now been resettled that each community has a small and growing support group.

Description of Refugee Population

In the last year, SNA-LCS resettled 284 individuals. Most likely SNA-LCS will resettle approximately 220-230 this fiscal year and to date has resettled 152. The national resettlement organizations have encouraged SNA-LCS to provide services to a range of ethnic groups, however over the last two years Bhutanese refugees make up the majority of the caseload. Approximately 95% of newly arrived refugees are Bhutanese; approximately 2% are Iraqi, and less than 1% are made up of Afghans, Cameroonians, Congolese, and Somalis. The following is a breakdown of the refugee groups resettled this fiscal year to date:

Ethnicities Resettled	Number of Individuals 2010 to date
Afghanis	1
Bhutanese	145
Cameroonians	1
Congolese	1
Iraqis	3
Somalis	1
TOTAL	152

Nearly all refugees arrive in this country with only a few possessions. For some it is one suitcase per person, but most arrive with only the clothes they are wearing. Although refugees are eligible for support services from their resettlement agency for several years, the financial assistance they receive is for 3 months if they are on the federal Match Grant Program and 8 months if they receive Refugee Cash Assistance or TANF. Even when refugees begin working, because of their limited English skills, they are limited to entry-level positions at most companies. So, by most any definition, refugees qualify as financially "disadvantaged."

Need for Services

Since the bulk of refugee resettlement has previously been carried out in the southern tier of the state and services have been concentrated there, other areas of the state are only minimally prepared to meet the needs of an expanding refugee population. Community-based supports need to be developed that will be dedicated to assisting refugees with community integration. Programs dedicated to the acquisition of English are at the top of the list for encouraging community integration.

ESOL is currently offered by SNA-LCS during the day in Concord and Laconia for 12 hours weekly and also through Second Start and the Laconia Community Adult Education Program. In addition, the classes offered by SNA run year round and have a rolling admission policy. Class times and locations are flexible depending on the current incoming refugee population.

The downturn in the economy coupled with an influx of newly arrived refugees has created an increase in the number of students attending ESOL classes. In the past, refugees became employed approximately four to six months after arrival. Once employed, refugees discontinued going to ESOL classes due to scheduling conflicts. With the current economic challenges, it is taking significantly longer for refugees to obtain employment therefore they remain in class. The other factor that contributes to the increase in students is the influx of newly arrived refugees at the end of the 2009 federal fiscal year. SNA received 41% (117 individuals) of its caseload in August and September. Additionally, half of the projected caseload arrived in the first quarter (Oct-

Dec) of FFY 2010. The classes swelled to 45-50 students in both Concord and Laconia prompting SNA to request supplemental funding earlier this year.

Background Information

Each year the US Congress and the President determine how many refugees the United States will accept. The State Department's Bureau of Population, Refugees, and Migration is the arm of the federal government which plans and oversees the dispersement of refugees throughout the United States and is implemented by 10 Voluntary Agencies. These Voluntary Agencies contract with DOS-BPRM to disperse the refugees throughout the country. This past federal fiscal year, the Congress approved resettlement for 80,000 refugees. Of this total NH resettled 561. This year will see approximately the same number of arrivals. This resettlement was completed by two local organizations: Lutheran Community Services (LCS) and The International Institute of New Hampshire (IINH). Lutheran Community Services is a resettlement site for the main line Protestant resettlement organizations: Lutheran Immigration and Refugee Services, Episcopal Migration Ministries and Church World Service. The International Institute is a resettlement organization for USCRI, United States Committee for Refugees and Immigrants.

Refugees are unlike other immigrants who come to the U.S. Immigrants are people who come to this country by choice. They apply for entry and depending on their status, have different restrictions on available services. On the other hand, to qualify for refugee status a person needs to apply to the United Nations High Commissioner on Refugees (UNHCR) and meet one of the established criteria. Refugee status is given only after it has been established that a person has a well-founded fear of persecution due to their race, religion, nationality, political ideology, or being a member of a certain social group. It surprises most Americans to discover that most refugees do not want to come to the US. They would prefer to remain in their homeland or the country of their first resettlement. Although not a citizen of the US upon entry, they are eligible for most all of the benefits and protections granted citizens and are guaranteed a pathway to citizenship.

In 1997 Lutheran Community Services was approached by three of the National Voluntary Associations (out of ten) to begin a joint resettlement site for refugees in central New Hampshire. The DOS-BPRM was challenging the national resettlement organizations to find new communities that were not current resettlement sites so that the newly arriving people would not repeatedly be resettled in or around major cities. DOS-BPRM was concerned about further impacting communities that were supporting large refugee populations. By creating "ghettos" of newly arriving populations in major urban areas, these resettlement efforts were contributing to great strains on cities' infrastructures and services. Furthermore, such placements inhibited the opportunity of the newly arriving population to be welcomed and valued by the larger community. Therefore, areas not impacted by huge refugee resettlement have been sought to help with the integration of refugees into American society.

Lutheran Community Services agreed to meet the challenge presented by DOS-BPRM to find new resettlement sites. Since 1997 LCS has resettled people throughout central New Hampshire. Primarily resettlement has occurred in Concord, Franklin, Lacomia and Manchester. LCS has also resettled families in eighteen other communities across New Hampshire. Manchester is the primary community where IINH resettles refugees and LCS only resettles refugees there they are reunifying with family.

Lutheran Community Services, Inc.
Board of Directors
2013 -2014

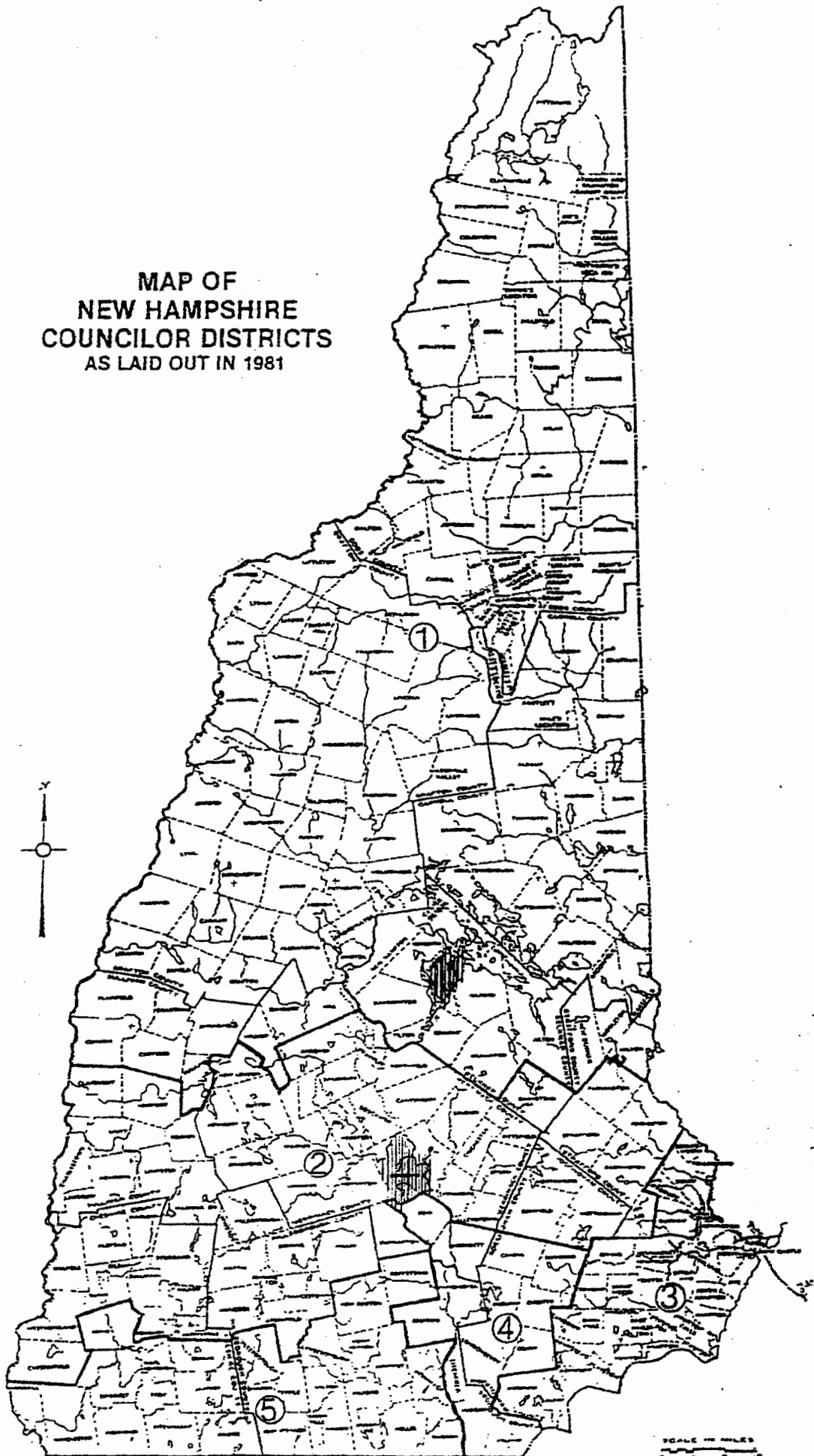
Jeff Kinney, Chair
Don Sweet
Garth Greimann
Gail Bucher
Karen Gaylin
William Swanson
Angela Bovill

Corporate Officers:

President	Angela Bovill
Treasurer	Nick Russo
Executive VP	Lisa Cohen
Executive VP	Dana Ramish
Clerk	Alana Geary

Directors serve without compensation.

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981



LUTHERAN COMMUNITY SERVICES
281 SHEEP DAVID ROAD, SUITE A-1
CONCORD NH 03301

KEY PERSONNEL

PROGRAM MANAGER	SHIRLEY WOODWARD	\$ 2,425.00
TEACHER	JOHANNA YOUNG	\$ 34,008.00
TEACHER	REBECCA KIDDER	\$ 31,991.00
TEACHER	LYNN L. CLOWES	\$ 31,991.00
	TOTAL	\$100,415.00

Shirley Woodward, JD, MPH

EXPERIENCE

Lutheran Social Services. Concord, NH.

Program Manager, Services for New Americans

November 2013-present

- Oversee refugee resettlement services including casework, employment, cultural orientation, English Language classes, education, volunteer support and community outreach.
- Supervise 15-person team; responsible for workflow, training and personnel issues.
- Represent the organization and advocate for refugees in external meetings.

U.S. Department of State. Washington, DC.

Program Officer, Population, Refugees, and Migration

September 2010-November 2013

Presidential Management Fellow

September 2008-September 2010

- Responsible for \$260 million in humanitarian assistance for displaced Iraqis with team.
- Reviewed proposals, provide technical input, and negotiate objectives, indicators and budget with international organizations and NGOs.
- Wrote strategy documents, talking points and other reports on Iraqi displacement, returns and reintegration.
- Conducted field visits to monitor and evaluate programs and set programmatic and policy priorities.
- Liaised with advocacy groups, NGOs, United Nations agencies and U.S. government agencies.
- Reported on displacement and human rights during 4 month detail at Embassy Colombo, Sri Lanka.
- Researched United Nations (UN) legal issues including women, peace and security, due process in sanctions regimes, peacekeeping missions, commissions of inquiry and the role of regional organizations within the UN system during 3 month detail to the Office of the Legal Advisor.

United Nations High Commissioner for Refugees. Nairobi, Kenya.

Resettlement Intern

May-July 2007

- Performed legal research, analysis, and writing for refugee resettlement claims.

International Rescue Committee. North and South Kivu, Democratic Republic of Congo.

Gender-based Violence (GBV) Umbrella Grant Program Coordinator

February-July 2005

- Oversaw selection of Congolese community organizations for financial and technical support through a competitive call-for-proposals process.
- Provided formal and on-site training for community organizations on provision of quality GBV services, and organizational and financial management.

Save the Children/UK. Darfur, Sudan.

Gender-based Violence (GBV) Advisor

November-December 2004

- Led integration of GBV prevention and response into Protection and Health programs in camps.

American Refugee Committee. Sierra Leone and Guinea, West Africa.

Gender-based Violence (GBV) Study Coordinator, Sierra Leone

September-October 2004

- Coordinated follow-up study on GBV survivors who repatriated from Guinea to Sierra Leone.
- Developed questionnaire, recruited and trained surveyors, oversaw data collection, analyzed data and wrote report on results and program recommendations for improved protection during repatriation.

Gender-based Violence (GBV) Program Coordinator, Guinea July 2002-June 2004

- Managed support, follow-up and referrals for GBV survivors and sex workers in 3 refugee camps.
- Oversaw provision of psychosocial counseling, healthcare, and vocational training for survivors.
- Organized trainings and awareness campaigns on GBV and sexual exploitation for security forces, health care personnel, NGO workers, local leaders and camp community members.
- Conducted baseline survey on legal aspects of GBV in camps in preparation for a Legal Clinic for refugee women. Designed questionnaire, supervised data collection, analyzed data, wrote report.
- Coordinated with camp committee, local authorities, NGOs and the United Nations.
- Recruited, hired, trained and supervised team of 50 national and refugee staff.

U.S. Peace Corps. Guinea, West Africa.

Health/Community Development Volunteer

June 1997-August 1999

- Partnered with community on health education, construction of springs and girls' leadership initiatives.

EDUCATION AND PROFESSIONAL AFFILIATION

Washington College of Law. American University. Washington, DC.

JD *magna cum laude*, Order of the Coif, May 2008.

- *Public Interest/Public Service Scholar.* A three-year, full-tuition scholarship granted on the basis of academic excellence and dedication to public service.
- *American University Law Review*, Senior Staff Member.

Bloomberg School of Public Health. Johns Hopkins University. Baltimore, MD.

MPH, May 2002.

Brown University. Providence, RI.

AB with honors in Public Policy. May 1997.

- \$2,500 Krieger Prize for outstanding senior thesis on a Latino community health worker program.

Admitted to the Bar of the Commonwealth of Massachusetts

LANGUAGE

Proficient in French.

PUBLICATIONS

Woodward, Shirley. *Safe Passage. Repatriation and Reintegration: A follow-up study on Guinea ARC/CSI beneficiaries who repatriated to Sierra Leone.* Sierra Leone. American Refugee Committee (ARC), Stat View International (SVI) and Bureau for Population, Refugees, and Migration (PRM). November, 2004.

Woodward, Shirley. *ARC Community Safety Initiative Gender-based Violence Program in Guinea, West Africa: A Manual.* American Refugee Committee. August, 2004.

Woodward, Shirley, Dia, Seynabou, Barry, Aliou. *Legal Aspects of Violence against Refugee Women in Kissidougou Town and Albadaria camps: A KAP survey.* Guinea. American Refugee Committee (ARC), Stat View International (SVI) and Bureau for Population, Refugees, and Migration (PRM). March, 2004.

Johanna Harriman Young

RECENT EXPERIENCE:

3/2005-present ESOL teacher and E-zine Editor	Services for New Americans Program Concord, NH
6/1996 – 2/2005 Production Manager, <i>The VOICE</i> And Network Administrator	Episcopal Diocese of Newark, NJ
9/1992 - 5/1994 Administrative Assistant	Educators for Social Responsibility New York
9/1985 - 8/1988 Office Manager	City College of New York Department of Social and Psychological Foundations

OTHER TEACHING:

Workshop Facilitator, Episcopal Peace Fellowship 2003 to 2005
Bergen Language Institute, Teaneck, N.J. , part-time instructor, 1995
City College, N.Y. – ESL, adjunct 1986
Central Connecticut State University, Teaching Assistant, English Comp. 1983-85
Manchester Community College, CT, adjunct – ESOL 1984-85
Inlingua, Villingen, German, 1981-82

EDUCATION:

1992 Master of Divinity	Union Theological Seminary NY-New York
1985 Master's Degree Teaching English as a Second Language	Central Connecticut State Univ., New Britain, CT
1980 Bachelor's Degree German (major) and English (minor)	Georgetown University Washington, D.C.

REBECCA H. KIDDER

Professional Summary

Committed to teaching and creating multi-cultural awareness. A resourceful professional with a creative approach to develop a curriculum where individuals will reach success. Dedicated and approachable with a strong ability to welcome communication.

Education

Plymouth State College, Plymouth, NH

BS Elementary Education, Dean's List

Certified K-8, Experienced

Highly Qualified Teacher, NH; Letters of Eligibility: ESOL, General Special Ed.

Graduate courses UNH Manchester working toward ESOL certification:

Employment Experience

Lutheran Social Services Concord, NH	2010 – present
ELL teacher – adult program	
MST GED examiner	2010- 2010
Manchester School of Technology	
21st Century After school Program Manchester, NH	2009- 2010
Support staff/Adult ELL	
ESOL Tutor Concord, NH	2001 – 2009
Rundlett Middle School	
Long-Term Substitute	2000 – 2001
Rundlett Middle School, Concord, NH, 7 th Grade Science	
Paraprofessional – Hooksett, NH	1998 – 2000
Substitute, Concord, Hooksett, Bow, School Districts	1996 - 1998
Title One Reading Tutor Concord High School	1995 – 1996
Long-Term Substitute, Bow, NH	1993 – 1994
Paraprofessional, Concord	1992 – 1993
Teacher, Pittsfield, NH	1978- 1984

Related Experience

Summer School ELL Tutor/ EYP Program Concord, NH	2000 - 2008
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Volunteer Experience

- Concord Multicultural Coalition, Concord, NH volunteer group
- ESOL Outreach, and Tutor
- BRING IT Program, INTI Soccer Academy, Manchester, NH
- Adult ELL Education – Manchester, NH

Professional Memberships

TESOL of New Hampshire; List Serve

LYNN L. CLOWES

PROFESSIONAL EXPERIENCE

Lutheran Social Services 2012-present
ESOL instructor and Training Projects Coordinator. Teach literacy and low beginner level English classes to newcomer refugee adults.

New Hampshire Minority Health Coalition 2000-2011
Director of the Cultural Competency Group. Design and run workshops for health, mental health, and human service providers to gain awareness, skills, and effectiveness in working with people from cultural backgrounds and socioeconomic classes distinct from their own. Train on working with interpreters, widening provider knowledge of cultural approaches to health care (including mental health care), and reducing barriers to health care that minorities face. Design and manage long-term contractual projects with agencies to improve their service to NH's minority populations, for example on domestic violence prevention in cultural communities, reducing disproportionate minority contact in juvenile justice services, and more. Write grants. Supervise staff and consultants.

International Institute of New Hampshire 2011-2012
ESOL instructor. Teach literacy level English class to newcomer refugee adults.

University of New Hampshire, Manchester 2011-13
Adjunct faculty. Taught course in Communication Arts department, entitled "AutoEthnography." Spring 2011. Teach course in Communication Arts department, entitled, "Cross Cultural Communication." Spring 2012.

Springfield College, Manchester NH 2002
Adjunct faculty. Teach foundation course for Human Services Masters Program, entitled "Building Multicultural Organizations and Communities."

EDUCATION

SCHOOL FOR INTERNATIONAL TRAINING, Brattleboro, VT. M.A. in International and Intercultural Management, February, 1997. Concentrations in Sustainable Development and Training. Coursework in *Organizational Behavior I and II*, *Cross Cultural Communication*, *Training of Trainers I and II*, *Human Resources Management*, *Financial Management*, *Global Economics*, *Sustainable Development*, *Environmental Management*. Master's thesis: *Black-White Dialogue About Race: Undoing or Abetting Racism?*.

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA. B.A. in History, May 1988. Concentration in NonWestern History. Graduate courses in Appropriate Technology.

LANGUAGES: Working knowledge of Spanish, French, and Finnish. Native in English.



CERTIFICATE OF LIABILITY INSURANCE

149653

DATE (MM/DD/YYYY)
5/7/2014

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 Commercial Lines - (212) 682-7500 Wells Fargo Insurance Services USA, Inc. 330 Madison Avenue, 7th Floor New York, NY 10017	CONTACT NAME: Joan Dunner	
	PHONE (A/C, No, Ext): 2126827500	FAX (A/C, No):
INSURED Lutheran Community Services, Inc. 261 Sheep Davis Rd. #A-1 Concord, NH 03301	E-MAIL ADDRESS: joan.dunner@wellsfargo.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Company	NAIC # 18058
	INSURER B: Liberty Mutual Insurance Co.	NAIC # 23043
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 7701459 **REVISION NUMBER:** See below

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK1080697	10/01/2013	10/01/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Human Services Prof Liab \$ 1,000,000
	AUTOMOBILE LIABILITY <input 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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCS-31S-392005-013 (NH &	10/01/2013	10/01/2014	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Proof of Insurance

CERTIFICATE HOLDER

CANCELLATION

NH Department of Education
 Bureau of Adult Education
 21 South Fruit Street, 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

Certificate of Vote

I, Alana Geary, Clerk of the Lutheran Community Services, Inc., do hereby certify that:

- (1) I am the duly elected and acting Clerk of Lutheran Community Services, Inc., a Massachusetts corporation (the "Corporation");
- (2) I maintain and have custody of and am familiar with the Seal and minute books of the Corporation;
- (3) I am duly authorized to issue certificates;
- (4) The following are true, accurate and complete copies of the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held via mail vote on the 11th of September, 2013 which meeting was duly held in accordance with Massachusetts law and the by-laws of the Corporation:

Resolved: that the president and executive vice presidents are hereby authorized on behalf of this Corporation to execute any and all amendments, agreements, leases, contracts and other instruments, and any amendments, revisions, or modifications thereto, as may be deemed necessary, desirable or appropriate by the LSS CEO, LSS board of directors or LSS executive committee in accordance with the agency signing authority policy.

The foregoing resolutions remain in full force and effect as of the date hereof; and the following person(s) (has) (have) been duly elected and now occupy the office(s) indicated below.

<u>Angela Bovill</u>	President
<u>Lisa Cohen</u>	Executive Vice President
<u>Dana Ramish</u>	Executive Vice President
<u>Nick Russo</u>	Treasurer
<u>Alana Geary</u>	Clerk

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk of the Corporation and have affixed its corporate seal this 13th day of May, 2014.



(Signature)

(Seal)

STATE OF Massachusetts

COUNTY OF Worcester

On this the 13 day of May 2014, before me, Deborah Cistoldi, the

undersigned officer, personally appeared Alana Dean who acknowledge

her/himself to be the clerk, of Lutheran Community Services

a corporation, and that she/he, as such clerk being authorized to

do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by her/himself as clerk.

IN WITNESS WHEREOF I have set my hand and official seal.



Deborah Cistoldi
Notary Public/Justice of the Peace

My Commission expires _____

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 Lutheran Community Services, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on June 13, 2011. 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 7th day of May, A.D. 2014

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

William M. Gardner
Secretary of State