



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

June 10, 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 the Fuller Public Library (vendor code 177407), Hillsborough, NH in the amount of \$61,692.14 to provide training for volunteers to work one-on-one with undereducated adults in Hillsborough County effective upon Governor and Council approval for the period effective July 13, 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	\$21,592.24
06-56-56-566010-70040000-601-500931	State Fund Match	\$40,099.90

EXPLANATION

The Adult Learner Services Program provides training for volunteers to work one-on-one with undereducated adults. The coordinator of this program is responsible for recruiting students and tutors, training tutors, providing materials, and maintaining ongoing instructional guidance.

The Adult Ed/Postsecondary Transitions Program will provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, four-year colleges, and universities.

The Fuller Public Library has been an administering agency for adult literacy programs in each of the past twenty-four years. Students receiving services under this program will be drawn from the Town of Hillsboro and ten surrounding communities. Approximately sixty adults will be served by the program.

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 Innovative and Opportunity Act of 2014). (See Attachment A). Under the Workforce Innovation and Opportunity Act of 2014 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. Fuller Public Library is an eligible organization that meets the funding criteria.

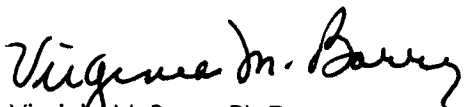
Funding for this grant comes from the Adult Education and Family Literacy Act and state funding for adult basic education and adult learner services programs. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open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

The actual amount of the grant may reflect changes incorporated into the project after the OBM Form 1-Project Application was 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 Centralized Federal Funding System will be utilized to grant funds to the Fuller Public Library.

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

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

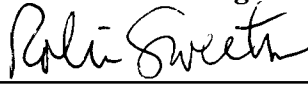
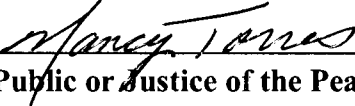
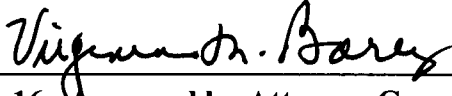
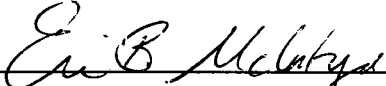
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second 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 Fuller Public Library		1.4. Grantee Address PO Box 43, Hillsboro, NH 03244	
1.5. Grantee Phone # 603-464-5285	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 \$61,692.14
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 Robin Sweetser, Library Director	
1.13. Acknowledgment: State of New Hampshire, County of Hillsborough, on 5/17/16, 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 Nancy Torres Notary			
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: 6/14/16			
1.17. Approval by Governor and Council (if applicable)			
By: _____ On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as “the State”), 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 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date 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.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. 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.
- 12.2. 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 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.
- 12.3. 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.
- 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials RMS
 Date 5/17/16

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 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 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A
The Services

Fuller Public Library, Hillsboro will provide the following services:

Project No. 1

The Adult Learner Services Program provides training for volunteers to work one-on-one with undereducated adults. The coordinator of this program is responsible for recruiting students and tutors, training tutors, providing materials and maintaining ongoing instructional guidance.

Project No. 2

The Adult Education/Postsecondary Transitions Program will provide counseling services for Adult Basic Education students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges and four-year colleges and universities.

The Fuller Public Library has been the administering agency for adult literacy programs in each of the past twenty-four years. Students receiving services under this program will be drawn from the town of Hillsborough and ten surrounding communities. Approximately sixty adults will be served by the program.

Grantee Initials JMS
Date 5/17/16

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No. 1

	FY 2017
Salaries	\$42,761.35
Benefits	10,144.96
Other Expenses	5,000.00
TOTAL	\$57,906.31

Estimated Budget: Project No. 2

	FY 2017
Salaries	\$3,062.20
Benefits	278.63
Travel	220.00
Voice Comm.	225.00
TOTAL	\$3,785.83

Limitation of Price:

This agreement will not exceed \$61,692.14

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 AMS
Date 5/17/16

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 RMS
Date 5/17/16

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Fuller Public Library - Project LIFT ALS

FROM: Project LIFT Adult Learner Services TO: Art Ellison
Fuller Public Library NH Department of Education
PO Box 43, Hillsboro NH 03244 Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAURA: 826 Project LIFT Adult Learner Services
Proposed Project Title: Project LIFT Adult Learner Services

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

PROJECT MANAGER: NAME: Judith Fournier
ADDRESS: PO Box 43, Hillsboro, NH 03244
E-MAIL ADDRESS: hillsboroadulted@hotmail.com

FINANCIAL CONTACT: NAME: Robin Sweetser
E-MAIL ADDRESS: director@fullerlibrary.info

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:

Project Lift - Fuller Public Library
PO Box 43
Hillsboro, NH 03244

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

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

TITLE: Admin/Coordinator
TELEPHONE: (603) 464-5285
FAX: (603) 464-4740

TELEPHONE: 603-464-3595
FAX: 603-464-4570

APPROVED INDIRECT COST RATE: _____ %

Robyn Sweetser, Library Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

Robyn Sweetser
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
5/19/16
DATE

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

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

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN	5000 INDIRECT	TOTAL
100	5,886.00		36,875.35		42,761.35
200	441.00		9,703.96	COST BELOW CANNOT INCLUDE AUDIT FEES WHEN A PROJECT LINE ITEM INCLUDES AUDIT FEES	10,144.96
300					-
400					-
500		5,000.00			5,000.00
600					-
700					-
800					-
900					-
TOTALS	6,327.00	5,000.00	46,579.31	-	57,906.31

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1000	100	42,761.35					
2000	200	10,144.96					
5000	500	5,000.00					
	SUB TOTAL/TOTAL	57,906.31	/		SUB TOTAL/TOTAL	-	/

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Fuller Public Library-Project LIFT Adult Education Post Sec. Trans.

FROM: Project LIFT - Fuller Public Library
PO Box 43-63 West Main Street
Hillsboro, NH 03244

TO: Art Ellison, Bureau of Adult Education
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAURA: 896

Proposed Project Title: College Transition Services

Project Period: _____

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

The following information is required for all projects

PROJECT MANAGER:

NAME: Judith Fournier
ADDRESS: PO Box 43, Hillsboro, NH 03244
E-MAIL ADDRESS: hillsboroadulted@hotmail.com

TITLE: Coordinator/Administrator
TELEPHONE: 603-464-5285
FAX: 603-464-4740

FINANCIAL CONTACT:

NAME: Robin Sweetser
E-MAIL ADDRESS: director@fullerlibrary.info

TELEPHONE: 603-464-3595
FAX: 603-464-4572

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: _____ %

Project Lift - Fuller Public Library
PO Box 43
Hillsboro, NH 03244

Robin Sweetser, Library Director

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

Robin Sweetser

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

5/17/16

DATE

Certificate of Authority

1) I, Philip Daley, Chairperson of the Fuller Public Library Board of Trustees maintain that I have custody of and have examined and approved the documents in accordance to the grant agreement between Fuller Library Project LIFT Literacy Program and NH Department of Education, Bureau of Adult Education. All operations are examined by the Library Board of Trustees, including all financial statements. Trustee and signature of Robin Sweetser, Library Director, accompany any legal and/or financial documents in regard to the operations of Project LIFT. Chairperson of the Board of Trustees and Library Director have the authority to execute and sign any and all agreements between Project LIFT and NH Bureau of Adult Education.

2) As Trustee Chairperson, I testify that Fuller Library adheres to all assurances rules and regulations required by the State of New Hampshire, Bureau of Adult Education, 21S. Fruit Street, Concord, NH 03301.

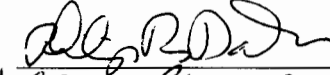
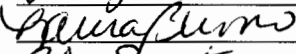
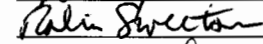

3) All documents regarding the Department of Education grant to the Fuller Library were examined and approved by the Library Trustees at a meeting on 5/2/16. It is the Board of Trustees understanding that:

Fuller Library Project LIFT Adult Learner Services will enter into an agreement with the NH Department of Education to provide training to volunteer tutors in order to meet one-on-one for instruction with undereducated adults.

Fuller Library Project LIFT Adult Learner Services will also provide transition services for Adult Basic Education students, ESOL students and high school equivalency graduates with goals of attending community and 4- year colleges and universities.

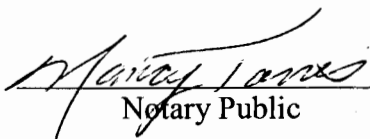
4) The Town of Hillsborough, NH serves as fiscal agent for Fuller Public Library and Project LIFT Adult Learner Services. All financial records are audited each fiscal year.

5) The following persons attest this information is complete and true:

	Philip Daley, Trustee Chair
	Laura G. Buono, Town Administrator
	Robin Sweetser, Library Director
	Lauralee Lamonoco, Financial Admin.

On May 17, 2016, before the undersigned officer, appeared to have the authority to execute and authorize this certificate.

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



Notary Public



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i> Town of Hillsborough PO Box 7 Hillsborough, NH 03244	<i>Member Number:</i> 200	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, if Not:	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2016	7/1/2017	Each Occurrence	\$ 5,000,000
				General Aggregate	\$ 5,000,000
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
	Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
				Aggregate	
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	7/1/2016	7/1/2017	<input checked="" type="checkbox"/> Statutory	\$2,000,000
				Each Accident	\$2,000,000
				Disease – Each Employee	
				Disease – Policy Limit	
	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
			By: <i>Tammy Denver</i>
			Date: 6/10/2016 tdenver@nhprimex.org
NH Department of Education 21 South Fruit St Concord, NH 03301			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

INDEPENDENT AUDITOR'S REPORT

Roberts & Greene, PLLC

To the Members of the Board of Selectmen
Town of Hillsborough, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Hillsborough, as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on Governmental Activities

As discussed in Note I.B.3 to the financial statements, management has not recorded the capital assets in the governmental activities and, accordingly, has not recorded depreciation expense on those assets. Accounting principles generally accepted in the United States of America require that those assets be capitalized and depreciated, which would increase the assets, net position, and expenses of the governmental activities. The amount by which this departure would affect the assets, net position, and expenses of the governmental activities has not been determined.

As discussed in Note I.B.3. to the financial statements, management has not determined its liability or annual cost for postemployment benefits other than pensions (OPEB) in governmental activities. Accounting principles generally accepted in the United States of America require that management recognize OPEB expense for the required contributions and a liability for unpaid contributions, which would increase the liabilities, decrease net position, and increase expenses of the governmental activities. The amount by which this departure would affect the liabilities, net position and expenses of the governmental activities is not reasonably determinable.

Adverse Opinion

In our opinion, because of the significance of the matters discussed in the "Basis for Adverse Opinion on Governmental Activities" paragraphs, the financial statements referred to above do not present fairly the financial position of the governmental activities of the Town of Hillsborough, as of December 31, 2014, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund, and the aggregate remaining fund information of the Town of Hillsborough, as of December 31, 2014, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

The Town of Hillsborough has not presented a management's discussion and analysis. Accounting principles generally accepted in the United States of America have determined that the management's discussion and analysis is necessary to supplement, but is not required to be part of, the basic financial statements.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Hillsborough's financial statements as a whole. The combining nonmajor and individual general fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements. The schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November 9, 2015, on our consideration of the Town of Hillsborough's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that reports is to describe the scope of our testing of internal control over financial reporting and reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the Town of Hillsborough's internal control over financial reporting and compliance.

November 9, 2015

Roberts & Heune, PLLC

PROJECT LIFT EXPENSE / REVENUE REPORT

PROJECT LIFT REVENUE

Town of Antrim	\$ 1,000.00
Town of Bennington	\$ 400.00
Town of Deering	\$ 400.00
Town of Francestown	\$ 200.00
Town of Henniker	\$ 350.00
Town of Hillsborough	\$13,500.00
Town of Washington	\$ 500.00
Southern NH Service	\$ 95.00
Dollar General Grant	\$ 5,000.00
Monadnock Paper Mill	\$ 575.00
Ladies Benevolent Society	\$ 35.00
NH Department of Education	\$57,690.60
Hillsboro-Deering School Dis.	<u>\$18,141.00</u>
Total	\$97,886.60

PROJECT LIFT EXPENSES

Dental	\$ 495.36
Director Salary	\$ 36,057.20
FICA	\$ 2,229.16
Health Insurance	\$ 7,671.66
Materials	\$ 1,292.02
Medicare	\$ 521.31
Office Supplies	\$ 967.34
Postage	\$ 49.00
Retirement	\$ 1,896.90
Student Support	\$ 2,897.35
Teaching Staff	\$ 17,568.15
TDS/Telecom	<u>\$ 1,362.21</u>
Total	\$73,007.66



FULLER PUBLIC LIBRARY
PROJECT LIFT ADULT EDUCATION PROGRAM REPORT

63 West Main Street, Hillsborough, NH 03244
(603) 464-5285

BOARD OF DIRECTORS:

- **Philip Daley: Chairperson'**
- **Robert Woolner, Recording Secretary**
- **Attorney Melinda Gehris**
- **Patricia Matheson, Treasurer**
- **Benjamin Ainslie, At Large**

Directors Serve Without Compensation.

SCHOOL YEAR 2016-2017

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at \$5.00 per hr. for 25 wks. = \$1,000.00

Administrative

Coor/Administrator: Judith E. Fournier

Total \$ 36,875.35

Teachers Patricia Welch Bush

1) \$19.62hr./x 10 hrs./wk. x 30 weeks

Total \$ 5,886.00

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

Other Personnel (please specify) i.e., Reading Consultant,
Secretary, etc.

Total \$ _____

Total for All Personnel Services \$ 42,761.35

PROJECT LIFT
FULLER PUBLIC LIBRARY
PO BOX 43
HILLSBOROUGH NH 03244

SCHOOL YEAR 2016-2017

Itemization of Anticipated Expenditures for Adult Education/Postsecondary Transition Program Budget

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following
example:

2 at 4 hrs./wk. at \$20.00 per hr. for 25 wks. = \$1,000.00

Administrative Judith E. Fournier

1 at 3 hrs./week @ 21.00/hr. x 30 weeks

Total \$ 1,890.00

Teachers Patricia Welch Bush

1 at 2 hrs./week @ 19.62/hr. x 30 weeks

Total \$ 1,172.20

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

Other Personnel (please specify) i.e., Reading Consultant,
Secretary, etc.

Total \$ _____

Total for All Personnel Services \$ 3,062.20

Judith E. Fournier M.S., CFLE, CPS

RESUME

**Professional
Experience:**

Town of Hillsborough, NH. Adult Education Director. Adult Basic Ed., GED & ESOL Program director, Grant administrator, Supervisor, Instructor. Sept. 2000-Present.

Town of Hillsborough, NH. Office of Youth Services. Mental Health Counselor/Substance Abuse Educator. Per diem. August 2006-Present.

Phoenix House - Dublin, NH. Per diem counselor residential drug rehabilitation and treatment facility. May 2013-Present.

Riverbend Community Mental Health Center – Concord, NH
April 1996 – August 2000. Site Coordinator/Parent Child Center,
Penacook/Pittsfield, NH.

Education:

Southern New Hampshire University, Manchester, NH
Masters of Science Degree in Community Counseling (2007)

Springfield College, School of Human Services, Manchester, NH
Bachelor of Science in Human Services (1996)

**Professional
Associations:**

Former Member Board of Directors: NH Prevention
Certification. March 2010 - Sept. 2013.

Family Life Educator – National Council on Family
Relations. Minneapolis, MN . 1999-Present

Certified Prevention Specialist-State of New Hampshire July 2010-
Present.

State of NH - Bureau of Adult Education. Member NH Adult
Education Disability Committee. 2013-Present.

J. Fournier-Resume-2.

**Professional
Trainings**

Completed 130 hours of various professional development in:

- National Reporting System Procedures
- Successful Teaching Strategies
- Mental Health / Drug Use In the Classroom (Facilitator)
- Student Resilience and Attendance Strategies
- TABE & CASAS Assessment
- Motivational Teaching
- Parent Information Center Volunteer Advocate Training (graduate course)
- Adult Basic Education Reading & Writing Strategies
- Adult Secondary Education Strategies
- English As A Second Language Training and Assessment
- Community Resources for Program Referrals Training
- College Transitions/Career Exploration (graduate course)
- Linking Adult & Postsecondary Education
- Financial Aid Counseling
- Common Core Standards on Adult Education

Recipient of John D. Burchard Memorial Award-2007. Program in Community Mental Health. Southern NH University. Dedication to Service in the Field of Mental Health.

Patricia Welch Bush

PROFESSIONAL EXPERIENCE

* Adult Education Tutor, Project LIFT, Hillsboro, NH (2007 –Present) *

- Create lesson plans and provide group and one-to-one instruction in mathematics and general studies to students working to attain their General Education Diploma.
- Provide career counseling and college transition planning.

* Family Literacy Educator, Hillsboro-Deering Even Start, Hillsboro, NH (2004 –2008) *

- Worked with a diverse group of families to create and obtain goals oriented family literacy plans.
- Instructed groups and individuals in math, English, English as a Second Language and computer skills
- Provided career counseling and job shadowing
- Maintained records and reporting in accordance with federal grant requirements.

*Volunteer, Hillsboro Township, NH (1996 – 2004) *

*Office Manager, Welch's Auto Service, Milford, NH (1995 -1996)

- Performed book keeping, payroll, accounts payable, accounts receivable and inventory control.

*Business Manager, Visual Images Graphic Designs, Mont Vernon, NH (1994 – 1995)

- Responsible for all aspects of managing a small business.

** BAE Systems (formerly Lockheed Sanders), Nashua, NH **

*Quality Assurance Analyst (1991 – 1994)

- Applied training in team leadership, team coaching, consensus building, holding effective meetings, project management, process simplification, and Total Quality Management to lead numerous teams in process improvement initiatives and applying new technology.
- Supported corporate quality review boards by performing data and root cause analysis, creating and executing action plans, and conducting formal management presentations.

*Quality Assurance Specialist (1989 – 1991)

- Established Statistical Process Control (SPC) measures and trained personnel in their concepts and use.
- Automated manual data collection and reporting methods and trained personnel in their use.
- Established, performed and maintained an internal audit system.
- Assumed supervisory responsibilities for a staff of eight for extended periods.

*Administrative Assistant (1988 – 1989)

- Performed cost analysis, budget and time studies and monitored budget performance.
- Developed data bases and reporting tools to identify supplier quality and component performance.
- Planned, justified, and requisitioned hardware and software to support the organization's technology needs.
- Trained staff and assumed supervisory responsibilities when required.

** EDUCATION & TRAINING **

* Global Career Development Facilitator, Career Development Facilitator Institute (2006)

* Master Gardener, UNH Co-operative Extension, Concord, NH (1999)

* *Bachelor of Science*, Business Management, Daniel Webster College, Nashua, NH (1994)

Over 100 hours of professional development in: Adult Education Instruction, Parenting Education, Early Childhood Literacy, Interactive Literacy Activities, English as a Second or Other Language and College Transition Planning

ADULT BASIC EDUCATION GRANT

Needs Assessment

Initially funded through a Library Services and Construction Act, Project LIFT has served undereducated adults in the Hillsborough area for the past twenty-four years. Free instructional services have been provided to the target communities of Antrim, Bennington and Hillsborough, as well as the neighboring towns of Deering, Frankestown, Greenfield, Peterborough, Temple, Washington and Windsor. Prior to the establishment of Project LIFT, adults wishing to access services had to travel at least one-half hour to programs in Keene or Concord. Unreliable transportation and harsh winters were barriers to participation. Project LIFT was established to eliminate these barriers and to provide local educational services.

The need for English literacy education has increased greatly within the past twenty-four years. When Project LIFT began in 1992, there were no English as a Second Language students enrolled in the program. Within a three-year period, 55 ESL students have participated in Project LIFT, and this past year, over 25 have been served in all the towns served by this program. Volunteer tutors do more than teach literacy instruction with these families. The volunteer/student relationship goes beyond weekly instruction. The students in this program are shown how to survive in this isolated area. In all facets of their lives their tutors guide them.

Program Narrative/Program Design:

Since its inception in 1992, Project LIFT has provided educational services and information to more than 800 students and trained over 200 tutors. Last year, approximately 58 students received free individualized instruction through Project LIFT.

Nearly 50 additional potential students contacted Project LIFT to access information regarding high school equivalency and local and state educational programs. An average of 12 students per year receives their high school equivalency, and others improve their reading, writing, math and English Language skills. These numbers of students are ABE and ASE only and do not include the ESL students seeking service.

Housed within the Fuller Public Library in Hillsborough, Project LIFT has become an integral part of the Hillsborough and surrounding communities. Students and tutors often refer themselves to the program via word of mouth referrals. Towns receiving services appropriate amount of funding to Project LIFT. Students involved in the program have gone on to pursue other educational goals after leaving the program. Project LIFT networks with other organizations to provide services to those individuals most in need. The importance of graduating from high school and/or achieving their high school equivalency is great in this community of young people. There are no easy or readily available opportunities for desired employment and advancement without education.

The Adult Education/Postsecondary Transitions program will provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges and 4-year colleges and universities.