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JUL 28 2016

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

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

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

June 27, 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 NH Coalition for Occupational Safety and Health (Vendor Code 166732), Hooksett, NH in the amount of \$28,454.00 to provide English Language/Civics Education classes to workers who are learning English as another language and to students in adult basic education classes throughout the state effective upon Governor and Council approval 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	\$ 9,958.90
06-56-56-566010-70040000-601-500931	State Fund Match	\$18,495.10

EXPLANATION

The requested funds will be used to provide English Language/Civics Education classes to workers who are learning English as another language and to students in adult basic education classes. The programs will combine instruction in language skills with education in a variety of civic, community, and worker rights and responsibilities. Services provided from this grant will be available to adult education centers throughout the state. Approximately three hundred forty 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 Innovation 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. The NH Coalition for Occupational Safety and Health of Hooksett, NH is an eligible organization that meets the funding criteria.

Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult education. 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 Form1-Project Application was 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 the NH Coalition for Occupational Safety and Health.

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

Respectfully submitted,


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

S:/dcta/bvr/vrco/common/G&C/NHCOSH 2016-2017

Attachment A

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

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

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

Criteria for Awarding Grants/Contracts to Local Agencies

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

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

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

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

Attachment B

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

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

ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017

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

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

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

ADULT HIGH SCHOOL PROGRAMS – SCHOOL YEAR 2016-2017

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

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

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

ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2016-2017

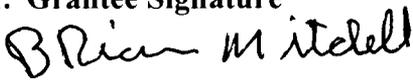
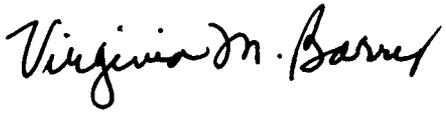
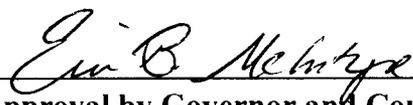
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second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

GRANT AGREEMENT

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

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Education		1.2. State Agency Address 21 So. Fruit St., Suite #20, Concord, NH 03301	
1.3. Grantee Name NH Coalition for Occupational Safety and Health		1.4. Grantee Address 161 Londonderry Turnpike, Hookett, NH 03106	
1.5. Grantee Phone # 603-232-4406	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 \$28,454.00
1.9. Grant Officer for State Agency Art Ellison		1.10. State Agency Telephone Number 603-271-6698	
1.11. Grantee Signature 		1.12. Name & Title of Grantee Signor Brian Mitchell, Executive Director	
1.13. Acknowledgment: State of New Hampshire, County of Hillsborough, on 6/8/16, 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 Mo DEMERS			
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: 7/7/16			
1.17. Approval by Governor and Council (if applicable)			
By: _____ On: 1/1			

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.
 - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
 - 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
 - 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials BM
Date 5/8/16

- 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 18.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
 18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
 19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
 20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
 21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
 22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
 23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
 24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A
The Services

NH Coalition for Occupational Safety and Health will provide the following services:

Project No. 1. English as a Second Language classes

The NH Coalition for Occupational Safety and Health will provide English as a Second Language classes to workers who are learning English as another language and to students in adult basic education.

Project No. 2. English Language/Civics Education classes

The NH Coalition for Occupational Safety and Health will provide English Language/Civics Education classes to workers who are learning English as another language and to students in adult basic education classes. The programs will combine instruction in language skills with education in a variety of civic, community, and worker rights and responsibilities. Services provided will be available to adult education centers through the state. Approximately three hundred forty adults will be served by the program.

Grantee Initials BM
Date 6/8/16

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No. 1

	FY 2017
Teacher Salary	\$ 4,600.00
Executive Director Salary	1,380.00
Support Salary	3,000.00
Social Security	687.00
Health Insurance	900.00
Rent	940.00
Telephone	300.00
Postage	185.00
Printing	155.00
Travel	450.00
Staff Development	175.00
Office Supplies	675.00
Instructional Materials	180.00
Misc.	600.00
TOTAL	\$14,227.00

Estimated Budget: Project No. 2

	FY 2017
Teacher Salary	\$ 4,600.00
Executive Director Salary	1,380.00
Support Salary	3,000.00
Social Security	687.00
Health Insurance	900.00
Rent	940.00
Telephone	300.00
Postage	185.00
Printing	155.00
Travel	450.00
Staff Development	175.00
Office Supplies	675.00
Instructional Materials	180.00
Misc.	600.00
TOTAL	\$14,227.00

Limitation of Price:

This agreement will not exceed \$28,454.00

Method of Payment:

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

Grantee Initials BM
Date 6/8/16

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 BM
Date 6/8/16

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: NH Coalition for Occupational Safety and Health
161 Londonderry Turnpike
Hooksett, NH 03106

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

SAU/RA: 998

Proposed Project Title: Adult Basic Education

Project Period: 9/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER:

NAME: Brian Mitchell
ADDRESS: 161 Londonderry Turnpike Hooksett NH 03106
E-MAIL ADDRESS: nhcosh@nhcosh.org

TITLE: Executive Director
TELEPHONE: 603 232-4406
FAX:

FINANCIAL CONTACT:

NAME: Joyce Blouin
E-MAIL ADDRESS: joyceb3@yahoo.com

TELEPHONE: 603 232-4406
FAX:

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 AGENY 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: _____ %

NH Coalition for Occupational Safety and Health
161 Londonderry Turnpike
Hooksett, NH 03106

Brian Mitchell Executive Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

Brian Mitchell
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
6/8/16
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: English Language/Civics Education

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

FROM: NH Coalition for Occupational Safety and Health
161 Londonderry Turnpike
Hooksett, NH 03106
TO: Art Ellison
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAUIRA: 998
Proposed Project Title: English Language/Civics Education
Project Period: 9/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER: NAME: Brian Mitchell
ADDRESS: 161 Londonderry Turnpike Hooksett NH 03106
E-MAIL ADDRESS: nhcosh@nhcosh.org
TITLE: Executive Director
TELEPHONE: 603 232-4406
FAX: _____

FINANCIAL CONTACT: NAME: Joyce Blouin
E-MAIL ADDRESS: joyceb3@yahoo.com
TELEPHONE: 603 232-4406
FAX: _____

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:

NH Coalition for Occupational Safety and Health
161 Londonderry Turnpike
Hooksett, NH 03106

APPROVED INDIRECT COST RATE: _____ %

Brian Mitchell Executive Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RAVCHIEF FINANCIAL OFFICER
Brian Mitchell
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RAVCHIEF FINANCIAL OFFICER
6/8/16
DATE

Certificate of Authority

I, Dennis Martino, Board Member of the New Hampshire Coalition for Occupational Safety and Health (NHCOSH) do hereby certify that :

- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following (is a) (are) true and complete cop(y)(ies) of the resolution(s) adopted by the board of directors of the corporation by email poll on May 26, 2016 , which was done in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: NHCOSH. will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

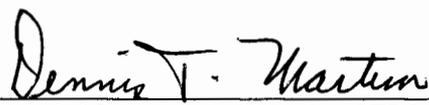
That: NHCOSH, Board of Directors has named Brian Mitchell Executive Director as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a (shareholder)(organizational) meeting on May 26, 2016
- (5) The foregoing resolution(s) and by-law are in full force and effect, amended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

- Mark MacKenzie - Chair
- Alfred Bouchard - Vice Chair
- Steven O'Connor - Secretary
- Eva Castillo - Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as a Board Member of the Corporation this 8TH day of JUNE, 2016.

(Corporate Seal if any)


Dennis Martino, Board Member, NH COSH

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

STATE OF NEW HAMPSHIRE

COUNTY OF MERRIMACK

On JUNE 8TH, 2016, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be a Board Member of the corporation identified in the foregoing certificate, and acknowledge that he executed the foregoing certificate.

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




Notary Public/Justice of the Peace

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 NEW HAMPSHIRE COALITION FOR OCCUPATIONAL SAFETY AND HEALTH (NHCOSH) is a New Hampshire nonprofit corporation formed December 19, 1990. 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 26th day of May A.D. 2016

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/20/2016

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

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

PRODUCER Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME: PHONE (A/C, No, Ext): (603) 225-6611		FAX (A/C, No): (603) 225-7935
	E-MAIL ADDRESS: 		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Hartford Life Insurance Co.	
INSURED New Hampshire Coalition for Occupational Safety & Health 161 Londonderry Turnpike Hooksett, NH 03106	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <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 type="checkbox"/> LOC OTHER:	X		04SBANN9169	08/31/2015	08/31/2016	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	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)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	04WECCT5045	08/31/2015	08/31/2016	PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

Workers Compensation Information
 3A State: NH
 Brian Mitchell, Dennis Martino & Alfred Bouchard are excluded from coverage.

Workers Compensation Information 3A State: NH Brian Mitchell, Dennis Martino & Alfred Bouchard are excluded from coverage.

CERTIFICATE HOLDER

State of NH Dept. of Education
 Bureau of Adult Education
 21 South Fruit St, Suite 20
 Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Donna P. Beaudoin

NH Coalition for Occupational Safety & Health
Balance Sheet
As of September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
10011 · Operating Account - St Mary's	1,327.18
10012 · Reserve Funds - St. Mary's	6,541.03
10024 · Petty cash	200.00
10028 · Restricted Funds - St. Mary's	8,801.38
Total Checking/Savings	<u>16,869.59</u>
Accounts Receivable	
11000 · Accounts Receivable	146,834.58
Total Accounts Receivable	<u>146,834.58</u>
Total Current Assets	163,704.17
Fixed Assets	
15000 · Furniture, fixtures, & equip	18,632.10
15010 · Accum deprec- furn,fix,equip	-16,435.85
Total Fixed Assets	<u>2,196.25</u>
TOTAL ASSETS	<u>165,900.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 · Accounts payable	343.45
Total Accounts Payable	<u>343.45</u>
Other Current Liabilities	
22000 · Payroll Liabilities	414.19
Total Other Current Liabilities	<u>414.19</u>
Total Current Liabilities	<u>757.64</u>
Total Liabilities	757.64
Equity	
31000 · Unrestrict (retained earnings)	61,210.81
32000 · Prior period adjustment	-2,457.67
Net Income	106,389.64
Total Equity	<u>165,142.78</u>
TOTAL LIABILITIES & EQUITY	<u>165,900.42</u>

NH Coalition for Occupational Safety & Health

Profit & Loss

06/07/16

October 2014 through September 2015

Accrual Basis

	<u>Oct '14 - Sep 15</u>
Ordinary Income/Expense	
Income	
40015 · Donations	3,373.00
40055 · Membership dues	1,625.00
40115 · Agency Advance Awards	223,949.60
Total Income	<u>228,947.60</u>
Cost of Goods Sold	
50000 · Cost of Goods Sold	
50010 · Salaries - Executive Director	39,524.22
50020 · Salaries - Trainers	28,038.42
50030 · Salaries - Administrative	15,512.75
Total 50000 · Cost of Goods Sold	<u>83,075.39</u>
50080 · Payroll taxes	7,002.52
Total COGS	<u>90,077.91</u>
Gross Profit	138,869.69
Expense	
61000 · Indirect Admin Expenses	11.67
61010 · Advertising & Marketing	594.45
61040 · Banking Service Charges	35.05
61070 · Computer Service & Repair	1,651.99
61075 · Health Insurance	2,115.30
61220 · Insurance - B/O	1,456.00
61225 · Insurance - W/C	708.00
61250 · Meeting	704.53
61310 · Memberships & Affiliations	1,105.00
61340 · Mileage, Travel & Accomodations	4,216.16
61370 · Office Supplies & Expenses	3,650.89
61400 · Payroll Process Fees	505.20
61430 · Postage & Delivery	766.60
61460 · Printing & Copying	136.00
61490 · Professional Fees - Accounting	3,646.00
61495 · Professional Fees - Legal	100.00
61496 · Rent Expense	5,227.50
61575 · Special Events	3,904.65
61590 · Storage Expense	660.00
61595 · Telephone & Internet	1,218.95
61645 · License and Fees	80.00
Total Expense	<u>32,493.94</u>
Net Ordinary Income	106,375.75
Other Income/Expense	
Other Income	
70010 · Interest-savings/short-term inv	13.89
Total Other Income	<u>13.89</u>
Net Other Income	13.89
Net Income	<u><u>106,389.64</u></u>

New Hampshire Coalition for Occupational Safety and Health

161 Londonderry Turnpike

Hooksett, NH 03106

603 232-4406 Office 603 232-4461

nhcosh@nhcosh.org www.nhcosh.org

BOARD OF DIRECTORS

2015-2016

Elected November 12, 2015

Chair Mark MacKenzie,

Vice Chair Alfred P. Bouchard, NAMI. Working America

Secretary Steven O'Connor, IBEW #2320

Treasurer Eva Castillo, Working America

At-Large Board Members: (4 elected)

Heather Fairchild
Occupational Health & Safety Coordinator/
Wellness Coordinator

Robert Marsh, Manchester Retired Firefighters Assoc.

Dennis Martino (AFM# 374)

Directors Serve Without Compensation.

Susan M. Allen-Samuel

*NH AFL-CIO Pres. Appointments
To the Board of Directors
(3 Members)*

(3 OPEN)

Staff:

Brian Mitchell, Executive Director

Susi Nord

Joyce Blouin

NH COALITION FOR
OCCUPATIONAL SAFETY
AND HEALTH
161 LONDONDERRY TURNPIKE
HOOKSETT NH 031076

KEY PERSONNEL

BRIAN MITCHELL – EXECUTIVE DIRECTOR/TRAINER

SUSI NORD – OFFICE SUPPORT

JOYCE BLOUIN – FINANCIAL SUPPORT

ENGLISH AS A SECOND LANGUAGE AT NHCOSH

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

Brian Mitchell Executive Director

Total \$ 1380.00

Teacher

Trainer Brian Mitchell

Total \$ 4600.00

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

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

Office Support Susi Nord

Financial Joyce Blouin

Total \$3000.00

Total for All Personnel Services \$8980.00

ENGLISH LANGUAGE/CIVICS EDUCATION AT NHCOSH

SCHOOL YEAR 2016-2017

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

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Total \$ 4600.00

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

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

Office Support Susi Nord

Financial Joyce Blouin

Total \$ 3000.00

Total for All Personnel Services \$ 8980.00

Brian Mitchell

Employment History

New Hampshire Coalition for Safety & Health Hooksett, NH 2009 –present
Executive Director

State Employees Association SEIU Local 1984 Concord, NH 1998-2007
Field Representative II/Negotiator

Negotiated and maintained 14 county and municipal union contracts. Organized new members and educated union stewards in process grievances, explained standards and procedures. Trained negotiation teams in collective bargaining.

City of Manchester, Highway Department 1974-1998

Operated various construction machines, including heavy equipment. Conducted assorted labor duties. Executed detailed maintenance mechanic skills on boiler systems. Performed a wide range of electrical, plumbing, heating, construction, layout, construction and concrete projects in the carpentry shop over 15 years. Implemented problem solving skills daily. Utilized stencils, jigs, templates and design drawings. Sound observation and attention to detail abilities used in diverse construction locations.

Education

Harvard Trade Union Program 1993
Cambridge, Mass

George Meaney Center Health and Safety Train the Trainer 1993
Silver Springs, MD

American Arbitration Association Grievance and Arbitration preparation 1993
Augusta, Maine

Professional Experience

President of the Grant State Organizing Project 2012- present

President of the National Council for Occupational Safety and Health 2011-present

United Way Executive Board Member 1995-1997

President of AFSCME Local 298 1987-1998

Board member of Member NH AFL-CIO 1988-1998

Board member AFSCME Council 93 1988-1998

City of Manchester NH Safety Review Board 1995-1998

Susi Nord

Profile: Friendly, hard-working grassroots activist with more than 10 years involvement working for social and economic justice. Experience covers all aspects of grassroots activism as well as two terms serving in the New Hampshire House on the Commerce Committee. Offering a unique combination of perspectives including leading and support roles on legislative, electoral and issue campaigns.

Experience:

January 2016 - present ***Administrative Assistant, NH Coalition for Occupational Safety and Health*** (part-time)
Hooksett, NH

- Administrative Support for Executive Director. Answer phones, update PowerPoint presentations, order supplies, correspondence, update documents and filing.
- Maintain and update website to ensure timeliness of information.
- Expand social media presence on FaceBook to increase organization visibility.
- Organize, maintain and update organization database to track members, partners, media and prospects.
- Create marketing lists for trainings and events. Research new prospects for trainings and events. Recruit sponsors for Workers' Memorial Day, Annual Dinner and other special programs. Select lists for mail or email communication. Updated email program to enable email blast communication with large groups.
- Assist Executive Director with writing proposals, reports and work plans.
- Design marketing communications to promote events and trainings.

Spring 2015; 2010-2012 ***Field Staff, New Hampshire AFL-CIO*** (part-time)
Hooksett, NH

- Event Coordinator for 2015 Biennial Conference. Organized logistics for conference in North Conway, NH including: affiliate invitations; presidential candidate visit; meals, lodging and constitutionally required mailings.
- Maintained NH AFL-CIO databases of members and affiliates.
- Administered office systems and maintenance such as copier contract, document shredding, water bubbler, office supplies and phone system.
- Assisted Secretary-Treasurer with 2010 Labor Day Breakfast.
- Directed the activities of volunteers during 2010 election.
- Participated in election phone banks and labor walks. Conducted voter persuasion both on the phone and in person with union members and their families.
- Recruited advertisers for 2011 Conference Booklet.
- Attended legislative Lobby Days and strategy meetings during 2012 "Right to Work" opposition efforts. Directed volunteers to events and State House galleries; interacted with legislators to welcome and inform them of our concerns with legislation.
- Assisted President with lobbyist reporting, schedule, and correspondence.

Spring 2014 ***Organizer, NH Coalition to Abolish the Death Penalty*** (part-time)
Concord, NH

- Contacted both NH House members and NH Senators to identify their positions on the death penalty repeal bill.
- Attended community events to recruit members and volunteers.
- Organized community meetings to generate volunteers in Senate Districts where volunteers were not yet organized.

NH Coalition to Abolish the Death Penalty continued:

- Hosted volunteer phone banks to Coalition members asking them to contact their House and Senate representatives.
- Attended and assisted with session day grassroots lobbying efforts. Helped supporters understand the meaning of the tie vote in the Senate.

2007 - 2011 **Administrator, New Hampshire Peace Action** (part-time)
Concord, NH

- Managed NHPA's 501c(3) and 501c(4) databases to ensure accuracy and usefulness of our lists. Pulled lists for communications and fundraising; tracked membership and other contributions; subdivided lists for phone banks and door-to-door contact.
- Administered all accounts payable and receivable using QuickBooks. Prepared deposits for the bank, generated reports for the Director and Board.
- Maintained NHPA web presence. Created email accounts for employees, kept news articles up to date and created pages for events and issues.
- Directed the work of NHPA Membership Renewal Coordinator. Created call lists; tracked results for cost analysis of the position.
- Represented the organization during Executive Director maternity leave and between Directors. Hosted events, addressed inquiries, attended BOD meetings, assisted with search for new Director and ran day-to-day operations.
- Assisted with fundraising on Development Committee. Attended major donor meetings; researched potential donors and grants; coordinated fundraising events with Board members and the Director; recruited speakers and assisted out of town experts with finding other venues and peace organizations for presentations.

2006 - 2010 **New Hampshire State Representative**

Candia, Deerfield, Northwood and Nottingham NH

- Two term Democratic Representative from Rockingham County, District 1.
- Served on the Commerce Committee. Attended Committee hearings and heard testimony on issues such as insurance and banking regulation, real estate, securities and consumer protection.
- Interacted with industry and issue lobbyists; researched bills and voted to recommend legislation to NH House. Chaired and participated in sub committees and study committees to further understand proposed legislation.
- Directed all aspects of election campaigns including public appearances, voter outreach, fundraising and communications.
- Sponsored legislation on a wide variety of topics. Coordinated testimony and support for legislation, attended hearings, wrote and delivered testimony, arranged floor fights to support or oppose legislation when appropriate.
- Researched, wrote and delivered speeches in support of and opposed to proposed bills. Coordinated floor fights and educated fellow legislators on bills.
- Voted on over 1,000 bills each year. Attended all session days for 4 years and only missed 2 roll call votes in 2 terms.

Education and Achievements:

BA in Anthropology, *University of Florida*

2010 *Legislator of the Year*, Council on Developmental Disabilities

2010 *Legislator of the Year*, NH Home Builders and Remodelers

2010 *Health Care Champion*, NH Voices for Health

References Available Upon Request

Joyce D. Blouin

Work History

10/2013 to Present

Baroody & Greenwood, LLC

Bookkeeper/Accounting Assistant

- Manager of the Bookkeeping Department.
- Working directly with over 12 bookkeeping clients.
- Going to clients locations and working on all aspects of client's needs.
- Completing all month-end and year-end applications
- Responsible for preparing all W-2's and 1099's for all of the firm's clients.
- Doing daily cash reconciliations for several businesses.
- Working daily with business clients, dealing with financial difficulties. Mapping out strategies to help my clients overcome these issues.
- Handling any labor or state tax issues that may arise.

05/2011 to 10/2013

Store It Now Self-Storage

Financial Manager – Accounting and Human Resources focused

- Responsible for AP, AR and GL applications for five locations
- Responsible for AP, AR and GL applications for separate property management business
- Responsible for Payroll, scheduling and supervision of nine employees
- Administration and explanation of benefits
- Facility management – scheduling for maintenance and handling On-Call emergencies
- Customer Service – assisting with rentals and collections
- Completing all month-end and year-end applications

06/2005 to 05/2011

A+ Bookkeeping/Richard M. Thomas, CPA

Bookkeeper/Accounting Assistant

- Completing personal tax returns and am experienced with partnership tax returns
- Processing of in-office payroll quarterlies – State and Federal – for both New Hampshire and Massachusetts
- Dedicated to and responsible for three condominium associations – responsible for AP, AR and GL applications as required
- Responsible for placing liens on properties that owe back fees
- Completing all month-end and year-end applications
- Responsible for preparing all W-2's and 1099's for all payroll and non-payroll clients
- Scheduling of all general maintenance tasks – painting, lawn care, snow removal, trash removal

Education

New Hampshire Community Technical College, Manchester, NH

- Accounting studies

Software Skills

- Highly proficient in all MS Office Solutions to include proficiency in Outlook, Word and Excel
- Highly proficient in QuickBooks, Creative Solutions Accounting, Creative Bookkeeping Solutions,
- Ultra Tax and TaxWise programs
- General office duties to include answering phones, faxing, copying and filing
- Mediation capabilities and problem solving
- Exceptional communication skills
- Trustworthy and responsible
- Leadership, training and mentoring abilities