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



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

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

April 13, 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 amend a contract with NH Jobs for America's Graduates (d/b/a NH – JAG), Manchester, NH (Vendor Code 158930) by increasing the price limitation by \$20,000 from \$1,356,139.00 to \$1,376,139.00 to provide youth with tuition assistance to complete industry recognized credentials that will result in increased marketability and employment, effective upon Governor and Council approval through June 30, 2017. This contract was originally approved by Governor and Council on June 10, 2015 (Item # 102). 100% Other Funds (WIA).

Funding is available in the account titled Youth Title I – WIA, as follows:

06-56-56-565010-40950000-102-500731 Contracts for Program Services

<u>Current Contract</u>	<u>Price Increase</u>	<u>Revised Contract</u>
FY16 \$676,826.00	\$10,000.00	\$686,826.00
<u>FY17 \$679,313.00</u>	<u>\$10,000.00</u>	<u>\$689,313.00</u>
Total \$1,356,139.00	\$20,000.00	\$1,376,139.00

EXPLANATION

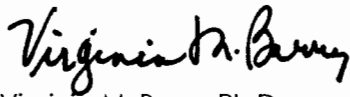
The New Hampshire Department of Education received Governor and Council approval to enter into a contract with NH Jobs for America's Graduates (d/b/a NH – JAG) on June 10, 2015, Item # 102, in order to provide eligible out-of school youth ages 16-24 with employment, training and tuition services. The amended agreement will provide additional tuition assistance services,

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
Page 2 of 2

as defined in Public Law 105-220, in Manchester and Claremont. This amendment will increase the funding based on a competitive application process and provide additional tuition assistance to eligible participants throughout the remainder of the program. These additional tuition funds will result in approximately 70 participants gaining an employer approved credential necessary to become employed in a high wage, high demand occupation.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive, flowing style.

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

S:/dcta/bvr/vrco/common/G&C/NHJAG Amend 16 17

AMENDMENT TO SERVICES CONTRACT

Now comes the New Hampshire Department of Education, Division of Career Technology and Adult Learning, hereinafter "the Agency" and NH Jobs for America's Graduates (d/b/a NH – JAG) hereinafter "the Contractor", and pursuant to an agreement between the parties that was approved by Governor and Council on June 10, 2015 (item # 102) hereby agrees to modify same as follows:

Agreement-General Provisions block 1.8 Price Limitation be changed from \$1,356,139.00 to \$1,376,139.00

Exhibit B-Estimated Budget

	FY 16	FY 17	Total
Tuition	\$ 10,000.00	\$10,000.00	\$ 20,000.00
Staff Salaries/Wages	365,193.00	367,563.00	732,756.00
Participant Wages/WBL	122,500.00	122,500.00	245,000.00
Fringe Benefits	87,783.00	87,900.00	175,683.00
Travel/Transportation	11,000.00	11,000.00	22,000.00
Communications	3,900.00	3,900.00	7,800.00
Program Fees	18,000.00	18,000.00	36,000.00
Expendable Supplies	5,400.00	5,400.00	10,800.00
Textbooks	9,000.00	9,000.00	18,000.00
Facilities/Space	10,500.00	10,500.00	21,000.00
Equipment	3,700.00	3,700.00	7,400.00
Insurance	10,000.00	10,000.00	20,000.00
Support Services	15,750.00	15,750.00	31,500.00
Other - Staff Training	4,050.00	4,050.00	8,100.00
Other - Student Activities	6,500.00	6,500.00	13,000.00
Other - Advertising	550.00	550.00	1,100.00
Other - Contract Services	3,000.00	3,000.00	6,000.00
TOTALS	\$686,826.00	\$689,313.00	\$1,376,139.00

Exhibit B: "Limitation of Price" paragraph is hereby amended to read: "This contract will not exceed \$1,376,139.00. FY16 funds will not exceed \$686,826.00; FY17 funds will not exceed \$689,313.00. Funds are contingent on 1) federal funding from the US Department of Labor; 2) attainment of contractual and performance goals and measures as well as; 3) modifications (if necessary) to comply with new US Department of Labor priorities and/or reauthorization. No more than \$254,577.50 may be spent on in-school youth services in FY16 and \$254,577.50 for in-school youth services in FY17.

All other provisions of this contract remain in effect.

Contractor Initials YKD
Date 3-30-16

This modification shall be effective on date of Governor and Council approval.

This modification of an existing agreement is hereby incorporated by reference to the existing Agreement by the parties and must be attached to the said agreement.

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

Kathleen Doherty, Executive Director
Name and Title of Contractor Signatory

THE STATE OF New Hampshire
COUNTY OF Hillsborough

On March 30, 2016, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the person whose name is subscribed to this instrument and acknowledges that (s)he has executed the same for the purpose therein contained.

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

Theresa E. Sciuto
Notary Public/Justice of the Peace
Commission Expires 5/9/17



Approved as to form, substance, and execution by the Attorney General this 22 day of April, 2016.

4/22/16
Date

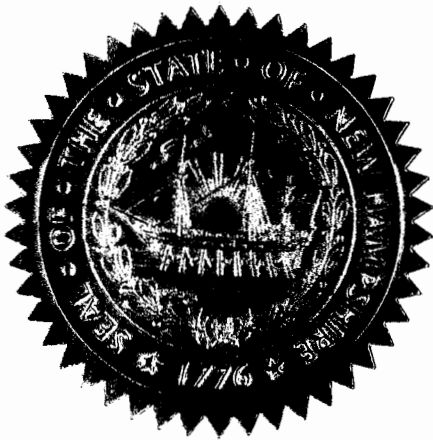
Eric M. Meloy
Attorney General

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 NH-JAG is a New Hampshire nonprofit corporation formed January 20, 2000. 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 28th day of March A.D. 2016

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

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 4/13/2016
(Annual Report History, View Images, etc.)

Filed Documents**Business Name History**

Name	Name Type
NH-JAG	Legal
JOBS FOR NEW HAMPSHIRE GRADUATES	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	335540
Status:	Good Standing
Entity Creation Date:	1/20/2000
Principal Office Address:	175 Ammon Dr Ste 212 Manchester NH 03103
Principal Mailing Address:	175 Ammon Drive Ste 212 Manchester NH 03103
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/16/2015 4:30:00 PM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.

CERTIFICATE OF AUTHORITY

I, Jinjue Allen, Secretary for NH-JAG do hereby certify that:

- (1) I maintain and have custody of and am familiar with the minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books;
- (3) The following is a true and complete copy of the resolutions adopted by the Board of Directors of the corporation at a meeting of the Board of Directors by unanimous written consent with an intended effective date of February 20, 2015, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

"To authorize Katherine Dichard, Executive Director of NH-JAG, to negotiate and sign a contract with the Department of Education as related to funds received from the Workforce Innovation and Opportunity Act Grant for purpose of funding NH-JAG Programs for the dates of July 1, 2015 through June 30, 2017."

- (4) The following is a true and complete copy of the by-laws adopted by the incorporators on January 19, 2000, as amended by the Board of Directors on October 25, 2013;
- (5) The foregoing resolutions and by-laws are in full force and effect, unamended, as of the date hereof; and
- (6) The following persons lawfully occupy the offices indicated below:

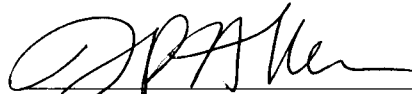
Dr. Susan Huard
Katherine Dichard
David Plante
Jinjue Allen

Chairwoman
Executive Director
Treasurer
Secretary

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the corporation this

30 day of March, 2016

(Corporate Seal if any)

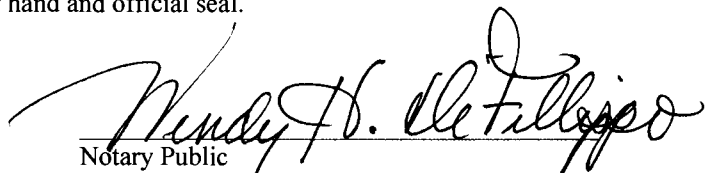

Secretary

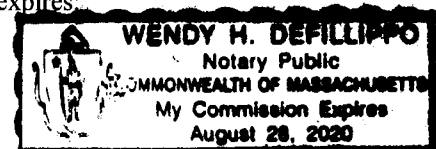
(If the corporation has no seal, the Secretary shall acknowledge the certificate before an authorized officer below.)

~~MASSACHUSETTS~~
STATE OF ~~NEW HAMPSHIRE~~
COUNTY OF ~~HILLSBOROUGH~~ ESSEX

On March 30, 2016, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me, (or satisfactorily proven) to be the Secretary of the corporation identified in the foregoing certificate, and acknowledges that she executed the foregoing certificate.

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


Notary Public
My Commission expires:





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/5/2015

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

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

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Pat Mack PHONE (A/C, No, Ext): (603) 293-2791 E-MAIL ADDRESS: pat@esinsurance.com	
INSURED NH JAG 175 Ammon Drive #212 Manchester NH 03103		FAX (A/C, No): (603) 293-7188	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Markel	
		INSURER B: Travelers Indemnity Co	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2015

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			7/1/2015	7/1/2016	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PROJECT ☐ LOC					PRODUCTS - COMP/OP AGG \$ 1,000,000
	OTHER:					Employee Benefits \$ 1,000,000
A	☐ ANY AUTO			7/1/2015	7/1/2016	BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	☐ UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE \$
	☐ EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$
	☐ DED ☐ RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			7/1/2015	7/1/2016	☐ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					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)

CERTIFICATE HOLDER**CANCELLATION**

State of New Hampshire
Department of Education
21 S Fruit St, Ste 20
Concord, NH 03301

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

AUTHORIZED REPRESENTATIVE

Pat Mack/PAT

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



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

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

May 18, 2015

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Career Technology and Adult Learning to enter into a contract with N.H. Jobs for America's Graduates (d/b/a NH – JAG), 175 Ammon Drive, Suite 212, Manchester, NH 03103 (Vendor Code 158930) to provide youth services, employment and training, as defined in Public Law 105-220 in Woodsville, Merrimack, Nashua, Laconia, Rochester, Claremont and Manchester for the period effective July 1, 2015 through June 30, 2017 in an amount not to exceed \$1,356,139.00 pending legislative approval of the next biennial budget. **100% Other Funds.**

Funding is available in the account titled Youth Title I for FY 16/17 as follows:

06-56-56-565010-40950000-102-500731	\$676,826	FY 2016
06-56-56-565010-40950000-102-500731	\$679,313	FY 2017

2. Authorize the Department of Education to make advanced monthly payments for services provided under the terms of the contract.

EXPLANATION

The New Hampshire Department of Education has been awarded \$2,100,000.00 for FY16 and anticipates similar funding for FY17 by the N.H. Department of Resources and Economic Development, Office of Workforce Opportunity. N.H. Department of Resources and Economic Development is the administrative entity designated by the Governor of the State of New Hampshire to receive and administer the Workforce Investment Act (WIA) and its amendments in Workforce Innovation Opportunity Act (WIOA) funds allocated to the State of New Hampshire from the U. S. Department of Labor. These funds will be used for the implementation and oversight of the WIA/WIOA Title I Youth program.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
May 18, 2015
Page Two

The purposes for the Title I Youth funds are: (1) to provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers; (2) to ensure eligible youth have on-going mentoring opportunities with adults committed to providing such opportunities; (3) to provide opportunities for training to eligible youth; (4) to provide continued supportive services for eligible youth; (5) to provide incentives for recognition and achievement to eligible youth; and (6) to provide eligible youth with opportunities for activities related to leadership development, decision making, citizenship, and community service; (7) to provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities, and integrated education; (8) training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations; and (9) work-based learning experiences.

The youth services, employment and training contract will fulfill all the above-mentioned purposes.

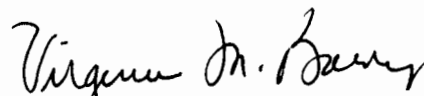
A Request for Proposal (RFP) was released the week of November 14, 2014. The RFP was sent to all high schools, charter schools, community-based organizations and faith-based organizations that were on the WIA Youth mailing list for potential and former vendors. The RFP was based on the Workforce Investment Act and its amendments' essential elements and compliance with the requirements. A copy of the RFP was included on the N.H. Department of Education and N.H. Works web pages as well as the Manchester Union Leader and Sunday News on November 17, 2014 through November 19, 2014. Twelve (12) proposals were reviewed utilizing an evaluation tool that was developed based on the Request for Proposal requirements and scoring system established by the Youth Council and included in the RFP (see Attachment A).

Utilizing a set scoring sheet, the applications were reviewed by four Youth Council members, three volunteers and one WIA staff. The reviewers met to discuss the review results and made funding recommendations to the Youth Council. The recommended goal is to maintain a regional service presence. Each region was able to maintain an In-School program with the exception of the seacoast. In order to meet the federally required 75% of funds going to Out-of-School programs, all applicants scoring 70% or above received funding. The two grantees for WIA Youth Title I funding, NH-Jag and My-Turn, will be awarded monies, pending Governor and Council approval.

The Youth Council met February 5, 2015 to review and approve the recommendations.

In the event that Other Funds become unavailable, General Funds will not be requested to support this program.

Respectfully submitted,



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

Attachment A

Proposal Criteria in RFP:

	In-School Points	Out-of-School Points
Program Management and Organizational Capacity	50	50
Past Outcomes	40	40
Program Design	20	20
Program Components	30	45
Collaboration with Youth Serving Agencies	10	10
Budget	15	15
Leveraged Resources and Sustainability	15	15
Employer Relationships & Credentials		15
Bonus	10	25
TOTAL	190	235

The Youth Council awarded, as reflected in the Request for Proposal a regional distribution of funding (North Country: 17.1% - Belknap, Carroll, Coos, and Grafton counties; Seacoast: 10.7% - Rockingham and Stafford counties; Hillsborough: 57.5%; and West Central: 14.7% - Cheshire, Merrimack and Sullivan counties) and to ensure attainment of the federal standard that 75% will be expended on out-of-school youth.

Reviewers for the out-of-school youth proposals:

- Michele Desmond, member of the Youth Council and Manchester Housing Authority
- Silvia McCarron, Executive Director at Wadleigh, Starr & Peters, P.L.L.C. and HR State Council of NH and Youth Council Member
- Pauline LaCroix, Program Specialist for the N.H. Department of Education responsible for WIA Compliance Monitoring.
- Debra Tuttle, N.H. HR State Council, Past Director of Human Resources at Comstar, Inc

Reviewers for the in-school youth proposals:

- Bonnie St. Jean, Retired Administrator at the Office of Workforce Opportunity, N.H. Department of Resources and Economic Development.
- Kathy Jablonski, Retired and Youth Council Member
- Brenda Quinn, Owner Educational STEM Solutions, LLC and Youth Council Chair
- Pam Sullivan, Juvenile Justice Specialist, N.H. Division for Children, Youth and Families, Bureau of Juvenile Justice Services

Funding Recommendation: WIOA 2014 legislation shifted funding from requiring 30% of the budget to be expended on Out-of-School youth to 75% of the budget expended on Out-of-School Youth. Therefore, some of the Out-of-School Youth programs are funded at a higher level than In-School Youth programs. Additionally, there was an effort to maintain In-School Programs across as many regions of the state as possible. The seacoast region had no In-School Programs.

Region	Applicant	ISY	OSY	Approved Amount FY16/FY17	Average Score	NOTE	Regional Reviewers
<u>North Country</u>	NH-JAG: Woodsville	X		\$183,293.00	170 (89.5%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	My-Turn: Laconia		X	\$326,520.40	176.75 (80.3%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
<u>Seacoast</u>	My-Turn: Project Pride		X	\$321,105.28	173.5 (78.9%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
<u>West Central</u>	NH-JAG: Claremont		X	\$277,151.00	161.25 (73.3%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	NH-JAG: Merrimack Valley	X		\$163,331.00	169.33 (89.1%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
<u>Hillsborough</u>	NH-JAG: Manchester Memorial	X		\$162,531.00	170.67 (89.8%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	My-Turn: Nashua North & South	X		\$222,796.00	165 (86.8%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	NH-JAG: Manchester West		X	\$269,108.00	184.25 (83.8%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	NH-JAG: Manchester Community College		X	\$300,725.00	175.75 (79.9%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	My-Turn: Nashua OSY		X	\$370,687.20	181.25 (82.4%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	My-Turn: Nashua OSY Manufacturing		X	\$392,138.40	181.25 (82.4%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	FEDCAP		X		147 (66.8%)	Not recommended for funding	M. Desmond, P. LaCroix, S. McCarron, D. Tuttle

Subject:

NH JAG WIA Program

FORM NUMBER P-37 (version 1/09)

AGREEMENT

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Education		1.2 State Agency Address 21 S. Fruit St., Suite 20, Concord, NH 03301	
1.3 Contractor Name NH Jobs for America's Graduates		1.4 Contractor Address 175 Ammon Dr., Suite 212, Manchester, NH 03103	
1.5 Contractor Phone Number 603.647.2300	1.6 Account Number 06-056-4095-102-500731	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$1,356,139.00
1.9 Contracting Officer for State Agency Paul K. Leather, Deputy Commissioner		1.10 State Agency Telephone Number 603.271.3802	
1.11 Contractor Signature <i>Katherine D'ichard</i>		1.12 Name and Title of Contractor Signatory Katherine D'ichard, Executive Director	
1.13 Acknowledgement: State of <u>New Hampshire</u> , County of <u>Hillsborough</u> On <u>April 29 2015</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>Theresa Scuito</i>			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Theresa Scuito, Notary</i>			
1.14 State Agency Signature <i>Virginia M. Barry</i>		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>[Signature]</i> On: <i>5/11/15</i>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated 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 Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision 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 Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor 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 Contractor notice of termination;
- 8.2.2 give the Contractor 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 contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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, papers, and documents, all whether finished or unfinished.

9.2 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.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor 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 or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. 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 of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default 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 Event of Default on the part of the Contractor.

17. 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 given in blocks 1.2 and 1.4, herein.

18. 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 Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. 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.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. 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.

EXHIBIT A
The Services

1. The Contractor shall provide employment and training services, as defined in Public Law 105-220 to NH - JAG consumers in the following communities:

Site	Students Enrolled in Training Activities
Manchester Memorial High School	60 students
Manchester West High School	50 students
Manchester Community College	50 students
Merrimack Valley High School	60 students
Woodsville High School	60 students
Claremont	45 students

2. The Contractor will be responsible for delivering or coordinating with other resources for the delivery of the Workforce Investment Act (WIA) and its amendments through the Workforce Innovation and Opportunity Act (WIOA) of 2014 Essential Services and Elements.
3. The Contractor is responsible for recruitment, including advertising and development of related materials.
4. The Contractor is responsible for recruitment and eligibility certification. All clients to be served through these program funds must be:
- In-School youth: Age 14 by April 1, 2015 (PY15) or April 1, 2016 (PY16); out-of-school youth: age 16 by September 1, 2015 (PY15) or age 16 by April 1, 2016 (PY16)
 - In-School youth: must be a low-income individual as defined by the Workforce Investment Act. In addition to the above, the successful participant must possess one of the following barriers:
 - Basic skills deficient.
 - An English language learner.
 - An offender.
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - Pregnant or parenting.
 - A youth who is an individual with a disability.
 - An individual who requires additional assistance to complete an educational program or to secure or hold employment.

- Out-of-School youth must meet one of the following criteria:
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - Recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner
 - Subject to the juvenile or adult justice system
 - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6)), a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477, Social Security Act (42 U.S.C. 677), or in an out-of-home placement
 - Pregnant or parenting
 - An individual with a disability
 - Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment
 - School dropout
- Certified eligible for WIA Title I funds.

5. Each participant or applicant who meets the minimum income criteria and possesses one of the identified barriers will be considered an eligible youth and shall be provided:

- Information on the full array of applicable or appropriate services that are available through other providers or one-stop partners including those receiving funds under WIA/WIOA Title I.
- Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

Note: Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

6. Individuals may not be provided assessment or training services until certified eligible by the NH Department of Education.

7. For eligible youth under WIA/WIOA Title I youth, the Contractor shall:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.

Note: Assessments are subject to change based on the development of WIOA Rules and Regulations.

- Develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted. An exception exists in that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and

- Provide: Preparation for post-secondary educational opportunities, in appropriate cases; Strong linkages between academic and occupational learning; Preparation for unsubsidized employment in appropriate cases; and effective connections to intermediaries with strong links to the job market; and Local and regional employers.

8. **The WIA/WIOA Essential Elements** that need to be available to each participant are:

- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies through a school-site mentor;
- Alternative secondary school services, with high academic standards, as appropriate;
- Summer employment opportunities that are directly linked to academic and occupational learning;
- As appropriate, paid and unpaid work and work-based learning experiences, that teach all aspects of the industry and general workplace competencies, including internships job shadowing, and school sponsored workplace mentoring.
- Occupational skill training aligned with career majors/paths, as appropriate, including instruction in general workplace competencies and all aspects of industry concurrent with other program elements delivery;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, including linking youth and adult mentoring, as appropriate;
- Supportive services and transition links;
- Adult mentoring, including academic and workplace mentoring which links youth and adult learning, for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow up services for not less than 12 months after the completion of participation, as appropriate; including post-program placement.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, career awareness and exploration, as appropriate.
- To provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities, and integrated education.
- Training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations.
- Work-based learning experiences.

9. **One Stop Services to Youth:**

- a) WIA youths, aged 18-24, may also be eligible for services supported through WIA Adult or Dislocated Worker funds. Contractor shall make the appropriate referrals to allow the youth 18-24 to access appropriate services through the NH Works Centers or other WIA supported options.
- b) Contractor will make a presentation to the NH Works team in your program area during the program recruitment period (within 90 days after OSY provider contract start date) for referral purposes.

10. **Confidentiality:**

- a) Contractor agrees to ensure that staff maintains the confidentiality of any information regarding project applications or participants and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies, or counselors, or any other source.
- b) Without the permission of the WIA applicant/participant such information shall be divulged only as necessary for purposes related to the performance or evaluation of this agreement and to persons having responsibilities under this agreement.
- c) Contractor agrees to take reasonable steps to ensure the physical security of such data under its control and will inform each of its employees, vendors, and subcontractors having any involvement with personal data or other confidential information of the laws and regulations related to confidentiality.

11. **Youth Voices:** Youth Voices is the youth subcommittee to the State Workforce Youth Council and serves as the voice of the youth and contractor. Three student representatives of the contractor will be appointed annually to represent the contractor at these meetings and events.
12. **Shared Youth Vision:** A representative of the contractor shall attend regularly scheduled Shared Youth Vision meetings. Shared Youth Vision is a collaborative approach to serving our nation's neediest youth in order to develop innovative approaches, enhance the quality of services delivered, improve efficiencies, and improve the outcomes for the youth we serve.
13. **NH Works Partner Quarterly Meetings:** A representative of the contractor will represent the contractor and program at the quarterly NH Works partner meetings for information sharing and referral purposes.
14. **State Administrator Meeting:** A representative of the contractor shall attend regularly scheduled Administrator meetings in order to address training and program issues.
15. **Job Developer Quarterly meetings:** Job Developers hired by the program will attend quarterly meetings and training with the State WIA Administrator.
16. The contractor must achieve the minimum performance threshold as negotiated by the NH Workforce Opportunity Council and the Secretary of Labor for the following standards:

Performance Measure Performance Measure Year 1 Subject to Change Based on Federal Compliance	PY14 Standard
Youth age 19-24 when complete or leave training	
➤ Entry into unsubsidized employment	76%
➤ Retention in unsubsidized employment after 6 months	72.8%
➤ Earnings gain in unsubsidized employment after 6 months (quarterly increase from application quarter)	\$3,000
➤ Attainment of a recognized credential relating to academic achievement	54%
Youth age 14-18 when complete or leave training	
➤ Attainment of basic skills	78%
➤ Attainment of secondary school diplomas and recognized equivalents	71.5%
➤ Placement and retention in postsecondary education, advanced training, military service, employment or qualified apprenticeships	71%
Core Measures	
➤ Placement in Employment or Education	58%
➤ Attainment of a degree or certificate of those enrolled in education	63%
➤ Literacy and numeracy gains of those who are basic skills deficient	65.6%

As a result of WIOA legislation, performance measures will change beginning July 1, 2016 to the following:

- (I) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;
- (II) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program; and
- (III) the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- (IV) the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program;
- (V) the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and
- (VI) the indicators of effectiveness in serving employers established pursuant to clause (iv).

Co-Enrollment Performance Measures:

a) 18-24 year olds being served with adult funding may choose to be enrolled in a youth-funded activity; or an 18-24 year old being served with youth funding may choose to be co-enrolled in an adult funded activity, providing adequate funding is available support the co-enrollment activities chosen. Co-enrolled 18-24 year olds will be reported out in both the Adult and appropriate youth performance measures.

b) In the case of co-enrolled youth, each partner (contractor, WIA Title I and/or dislocated worker sub-recipient) will equally be responsible for ensuring that both the adult and youth performance measures are met. Contractor will work with adult personnel to achieve identified goals.

17. The reporting requirements will coincide with the reporting requirements established by the Workforce Opportunity Council and the NH Department of Education as outlined in the Request for Proposal, E-teams, and include:

- Returning programs must attain 90% of program year enrollment plan goal by September 30 of respective program year; failure to achieve planned enrollment will result in a decrease in contract based on the per participant cost for each under enrollment. New programs must attain 90% of program enrollment the first year by December 30, and September 30 for the following year.
- Semi-annual success stories and monthly attendance reports will be submitted to NH Dept. of Education via the E-Teams FTP site.
- A final annual cumulative report shall be submitted to NH Department of Education and shall include:
 - The number of people served, the services provided, the outcomes achieved, the weaknesses and strengths of the services and the placement status of those completing the contract.
- Fiscal Reports must be submitted no later than the tenth of the month following expenditures and at a minimum must include: accrual report, reconciliation report and supporting documentation for billing.

EXHIBIT B**Estimated Budget: Limitation on Price: Payment****Estimated Budget:**

	FY 16	FY 17	Total
Tuition	\$ -	\$ -	\$ -
Staff Salaries/Wages	365,193	367,563	732,756
Participant Wages/WBL	122,500	122,500	245,000
Fringe Benefits	87,783	87,900	175,683
Travel/Transportation	11,000	11,000	22,000
Communications	3,900	3,900	7,800
Program Fees	18,000	18,000	36,000
Expendable Supplies	5,400	5,400	10,800
Textbooks	9,000	9,000	18,000
Facilities/Space	10,500	10,500	21,000
Equipment	3,700	3,700	7,400
Insurance	10,000	10,000	20,000
Support Services	15,750	15,750	31,500
Other - Staff Training	4,050	4,050	8,100
Other - Student Activities	6,500	6,500	13,000
Other - Advertising	550	550	1,100
Other - Contract Services	3,000	3,000	6,000
TOTALS	\$676,826	\$679,313	\$1,356,139

Line items in this budget may be adjusted, one to the other, within (+/-10%) of the indicated amount but in no case can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line item to another.

Limitation of Price:

This contract will not exceed \$ 1,356,139. FY16 funds will not exceed \$676,826; FY17 funds will not exceed \$679,313. Funds are contingent on 1) federal funding from the US Dept. of Labor; 2) attainment of contractual and performance goals and measures as well as 3) modifications (if necessary) to comply with new DOL priorities and/or reauthorization. No more than \$254,577.50 may be spent on in-school youth services in FY16 and \$254,577.50 for in-school youth services in FY17. Twenty percent (20%) of the expended budget must be spent on Work-Based Learning Activities.

Method of Payment:

Monthly advance payment may be made for each month of the contract years. Each advance payment will be based on a line item estimate of expenditures for the coming payment period. Each advanced payment request, except the first request, will include a line item listing of expenses incurred during the previous period within the in-school and out-of-school youth funding categories. Ten percent of the contract price will be withheld until the submission of all reports and the satisfactory completion of all contract requirements. Invoices will be submitted to Kimberly Runion, Administrator, 21 South Fruit Street, Suite 20, Concord, NH 03301. The NH Federal Fiscal Handbook and Procedures will be followed for advance payment practices.

EXHIBIT C

Special Provisions

On or after the date set forth in Item 1.7 of the General provisions, the Contractor shall deliver to the State, at the address set forth in Item 1.1 and 1.2, an independent audit of the funds received under this Agreement, during the Contractor's fiscal year, which is conducted in compliance with the Single Audit Act of 1984 (P.L. 98-502) and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of Institutions of Higher Education and Other Non-Profit Institutions.

14. Insurance

14.1.1 Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 each occurrence and general aggregate \$2,000,000.

The contractor shall comply with the provisions of the U.S. Code of Federal Regulations 34 CFR 364 and the following U.S. Circular:

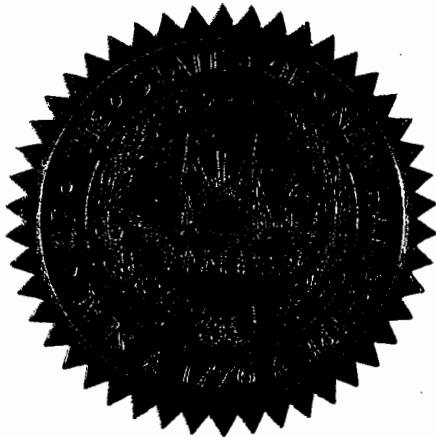
- a. OMB Circular A-110 – "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred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

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 NH-JAG is a New Hampshire nonprofit corporation formed January 20, 2000. 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 10th day of April, A.D. 2015

A handwritten signature in black ink, appearing to read "Wm Gardner", written in a cursive style.

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Jinjue Pak Allen, Secretary for NH-JAG do hereby certify that:

- (1) I maintain and have custody of and am familiar with the minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books;
- (3) The following is a true and complete copy of the resolutions adopted by the Board of Directors of the corporation at a meeting of the Board of Directors by unanimous written consent with an intended effective date of February 20, 2015, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

"To authorize Katherine Dichard, Executive Director of NH-JAG, to negotiate and sign a contract with the Department of Education as related to funds received from the Workforce Innovation and Opportunity Act Grant for purpose of funding NH-JAG Programs for the dates of July 1, 2015 through June 30, 2017."

- (4) The following is a true and complete copy of the by-laws adopted by the incorporators on January 19, 2000, as amended by the Board of Directors on October 25, 2013;
- (5) The foregoing resolutions and by-laws are in full force and effect, unamended, as of the date hereof; and
- (6) The following persons lawfully occupy the offices indicated below:

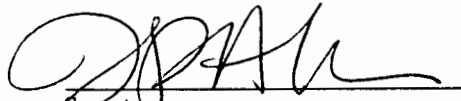
Dr. Susan Huard
Katherine Dichard
David Plante
Jinjue Pak Allen

Chairwoman
Executive Director
Treasurer
Secretary

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the corporation this

20 day of April, 2015

(Corporate Seal if any)

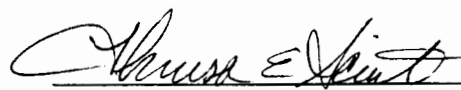

Secretary

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

STATE OF NEW HAMPSHIRE
COUNTY OF ~~MERRIMACK~~ Hillsborough

On April 20, 2015, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me, (or satisfactorily proven) to be the Secretary of the corporation identified in the foregoing certificate, and acknowledges that she executed the foregoing certificate.

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


Notary Public
My Commission expires: 5/9/17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/5/2015

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

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

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Pat Mack PHONE (A/C No. Ext): (603) 293-2791 FAX (A/C No): (603) 293-7188 E-MAIL ADDRESS: pat@esinsurance.com	
INSURED NH JAG 175 Ammon Drive #212 Manchester NH 03103		INSURER(S) AFFORDING COVERAGE INSURER A: Markel INSURER B: Travelers Indemnity Co INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2014 INCL WC

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR			7/1/2014	7/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC					
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A		7/1/2014	7/1/2015

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

CERTIFICATE HOLDER

State of New Hampshire
Department of Education
21 S Fruit St, Ste 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

Pat Mack/PAT

Pat Mack

NEW HAMPSHIRE JAG
STATEMENTS OF FINANCIAL POSITION
June 30, 2014 and 2013

ASSETS		2014	2013
CURRENT ASSETS:			
Cash		\$ 184,957	\$ 256,011
Accounts receivable		32,164	13,754
Unconditional promises to give		21,930	15,000
Prepaid expenses		9,180	5,684
TOTAL CURRENT ASSETS		<u>248,231</u>	<u>290,449</u>
PROPERTY AND EQUIPMENT:			
Furniture and equipment		12,253	14,148
Less accumulated depreciation		(11,699)	(12,149)
PROPERTY AND EQUIPMENT, NET		<u>554</u>	<u>1,999</u>
TOTAL ASSETS		<u>\$ 248,785</u>	<u>\$ 292,448</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES:			
Accounts payable		\$ 2,327	\$ 1,917
Accrued expenses		14,299	12,665
TOTAL CURRENT LIABILITIES		<u>16,626</u>	<u>14,582</u>
NET ASSETS:			
Temporarily restricted		76,235	135,528
Unrestricted		155,924	142,338
TOTAL NET ASSETS		<u>232,159</u>	<u>277,866</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 248,785</u>	<u>\$ 292,448</u>

See notes to financial statements

NEW HAMPSHIRE JAG
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
CHANGES IN UNRESTRICTED NET ASSETS:		
REVENUE AND SUPPORT:		
Fees and grants from governmental agencies	\$ 583,514	\$ 468,021
Contributions	33,411	99,396
Interest	204	236
In-kind donations	181,704	145,071
Fundraising events	47,230	43,803
Other revenue	320	14
TOTAL UNRESTRICTED REVENUES	<u>846,383</u>	<u>756,541</u>
NET ASSETS RELEASED FROM RESTRICTIONS:		
Satisfaction of donor restrictions	328,849	333,786
TOTAL NET ASSETS RELEASED FROM RESTRICTIONS	<u>328,849</u>	<u>333,786</u>
TOTAL UNRESTRICTED REVENUES AND SUPPORT	<u>1,175,232</u>	<u>1,090,327</u>
EXPENSES:		
PROGRAM SERVICES:		
Workforce Investment Act Program	690,288	599,515
Employment and Education Advancement	53,977	48,920
Dropout Prevention Alternative Education	202,278	214,701
Middle School Program	51,381	109,514
TOTAL PROGRAM SERVICES	<u>997,924</u>	<u>972,650</u>
SUPPORTING SERVICES:		
General administration	148,971	165,465
Fundraising	14,751	12,707
TOTAL SUPPORTING SERVICES	<u>163,722</u>	<u>178,172</u>
TOTAL EXPENSES	<u>1,161,646</u>	<u>1,150,822</u>
TOTAL INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	<u>13,586</u>	<u>(60,495)</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS:		
Contributions	269,556	377,999
Net assets released from restrictions	(328,849)	(333,786)
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>(59,293)</u>	<u>44,213</u>
CHANGE IN NET ASSETS	(45,707)	(16,282)
NET ASSETS, JULY 1	<u>277,866</u>	<u>294,148</u>
NET ASSETS, JUNE 30	<u>\$ 232,159</u>	<u>\$ 277,866</u>

See notes to financial statements

NEW HAMPSHIRE JAG
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grants and contributions	\$ 902,759	\$ 971,023
Interest income received	204	236
Other income received	320	14
Cash paid to employees	(644,438)	(687,503)
Cash paid to suppliers and others	(329,899)	(323,175)
Net Cash (Used) by Operating Activities	<u>(71,054)</u>	<u>(39,405)</u>
Net (decrease) in cash	(71,054)	(39,405)
Cash, beginning of year	256,011	295,416
Cash, ending of year	<u>\$ 184,957</u>	<u>\$ 256,011</u>
 Reconciliation of Change in Net Assets to Net Cash (Used) by Operating Activities:		
Change in net assets	\$ (45,707)	\$ (16,282)
 Adjustments to Reconcile Change in Net Assets to to Net Cash (Used) by Operating Activities:		
Depreciation	1,445	1,760
Change in assets and liabilities:		
Accounts receivable	(18,410)	(8,808)
Unconditional promises to give	(6,930)	(15,000)
Prepaid expenses	(3,496)	(1,331)
Accounts payable	410	(163)
Accrued expenses	1,634	419
Net Cash (Used) by Operating Activities	<u>\$ (71,054)</u>	<u>\$ (39,405)</u>
 Supplemental Disclosure of Non-cash Transactions:		
In-kind donations received	\$ 181,704	\$ 145,071
In-kind expenses	(181,704)	(145,071)
Cost basis of fully depreciated disposed property and equipment	1,895	
	<u>\$ 1,895</u>	<u>\$ -</u>

See notes to financial statements

All volunteer positions

NH-JAG BOARD OF DIRECTORS

Revised 1/15/15

JinJue Allen Assistant General Counsel Enel Green Power North America, Inc. One Tech Dr, Ste 220 Andover, MA 01810 TEL: 978-513-3466 FAX: 978-681-7727 jinjue.allen@enel.com Term expires: 2014	Secretary Honorable Norman Champagne (retired) 1374 Chestnut St Manchester, NH 03104 TEL: 627-2654 NECJDC@aol.com Term expires 2015	Jamison Clouthier Hewlett-Packard Co 248 Pembroke Hill Road Pembroke, NH 03275 TEL: 603-491-3558 (cell) jamison.clouthier@hp.com Term expires: 2016	Patrick Duffy P. Duffy & Associates 1000 Elm St, 17th Floor PO Box 392 Manchester, NH 03105 TEL: 623-1444 FAX: 627-8121 e-mail pduffyassoc@myfairpoint.net Term expires: 2015
James D. Helm 7 Vineyard Dr Stratham, NH 03885 TEL: 772-9225 cell: 603-244-6128 jhelmjr@msn.com Term expires: 2015	Dr. Susan Huard, President Manchester Community College 1066 Front St Manchester, NH 03102 TEL: 206-8001 FAX: 668-5354 shuard@ccsnh.edu Term Expires: 2014	Richard Morin, District Manager Western Division Hannaford Bros. Co. 833 Central Ave Dover, NH 03820 TEL: 742-5579 FAX: 743-3513 c:767-3117 dmorin@hannaford.com Term expires: 2015	David Plante, CPA Penchansky & Co PLLC 70 Stark St Manchester, NH 03101 TEL: 647-2400 FAX: 647-6495 dplante@penchansky.com Term expires: 2016
Elena Preston Northeast Delta Dental One Delta Dr. PO Box 2002 Concord, NH 03302 TEL: 724-5202 EPreston@nedelta.com Term expires: 2016	Gregory Sevinsky, General Manager Walmart Distribution Ctr 6030 42 Freetown Rd Raymond, NH 03077 TEL: 895-0066 gregory.sevinsky@walmart.com Term expires: 2015	Robert Stephen 234 Webster St Manchester, NH 03104 TEL: 860-2315 (cell) bobbyv@stephenlaw.com Term expires: 2016	Vice-Chair vacant
Senator Lou D'Allesandro (Honorary Director) Statehouse, Room 17 107 N Main St Concord, NH 03301 (603)271-2600 ldallas@leg.state.nh.us Term expires: 2014	Senator Bob Odell (Honorary Director) State House, Room 302 107 North Main Street Concord, NH 03301 Concord office: 271-6733 ipojr@aol.com Term expires: 2014	Bishop Jason Sanderson (Honorary Director) Madison, NH 03849 bpsanderson90@yahoo.com Term expires: 2014	

List of Principal Staff and Salaries

Katherine Dichard, Executive Director 31,800

Janet Arnett, Program Manager 22,500

Specialists and other full time staff

Jessica Genza 32,500

Kim Spaulding 39,618

Jill Puchacz 32,500

Bev Robie 34,500

Seth Window 34,087

Maria Dimitros 25,235

Claremont Specialist 32,000

List of staff

Katherine Dichard, Executive Director

Janet Arnett, Program Manager

Specialists

Jessica Genza

Kim Spaulding

Jill Puchacz

Bev Robie

Seth Window

Support Staff

Jan Mellen

Maria Dimitros

Mary Leger

Katherine Dichard

kdichard@nh-jag.org

Education

Masters of Education, School Counseling

Rivier College, Nashua, NH, May 2006

Bachelor of Arts, Criminology and Criminal Justice

University of Maryland, College Park, MD, May 2002

NH State Certification, Counselor K-12 – Expires June 2015

Employment

Executive Director, NH-Jobs for America's Graduates

December 2012 - Present

Manchester, NH

- Responsible for the overall leadership and management of the NH-JAG organization.
- Responsible for strategic planning, growth, and development of statewide youth programs
- Maintain financial stability via state and federal grants, public and private foundations, fundraising efforts and legislative initiatives
- Manage operating budget of over \$1M annually.
- Supervise a staff of 16 serving over 400 students
- Responsible for grant writing, management, evaluation and reporting requirements.
- Plan and execute statewide staff training and student events

Program Manager, NH-Jobs for America's Graduates

8/2007-12/2012

Manchester, NH

- Oversee 5 federally funded NH-JAG programs and 2 middle school programs.
- Supervise the Youth Specialists and serve as the liaison between NH JAG and schools.
- Maintain positive working relationships with school administrators, community members, employers, and partners.
- Interview, train, supervise, and evaluate the performance of the Youth Specialists.
- Ensures that documentation and reporting requirements are accurate and deadlines are met.
- Assist in development of new programming and aligning NH JAG model and curriculum with school district needs.

Youth Specialist, NH-Jobs for America's Graduates

8/2006- 8/2007

Manchester West High School, Manchester, NH

- Provided dropout prevention services to at-risk youth in school, ages 14-19, with barriers to success in education and the workforce.
 - Differentiated instruction to 30 students using the JAG model.
 - Offered leadership and community service opportunities.
 - Delivered guidance and counseling in career awareness and personal needs.
-

Professional Affiliations

Greater Manchester Chamber Of Commerce

- Leadership Greater Manchester Graduate, Class of 2012
- LGM Alumni Committee Member, 2013 - present

Manchester Young Professional Network

American School Counselor Association

Janet M. Arnett

Experience

2006 to Present New Hampshire – Jobs for America's Graduates Manchester, NH

Program Manager

- Responsible for implementation of national Jobs for America's Graduates (JAG) model at multiple sites across New Hampshire
 - Coordination of all operations of school-to-career program including documentation, data gathering and grant reporting while working collaboratively with public and private community leaders, employers, school administrators and other service providers
 - Responsible for WIA funded ARRA Summer Youth Employment Program – summer 2009
 - Responsible for recruitment, training and coaching of NH-JAG Youth Specialists
-

2004 to 2006 Concord Regional Technology Center Concord, NH

Educational Assistant

- Provided technical assistance and support to lead teacher in "real world" vocational classroom
 - Coached CTE center culinary students on retail operations and customer service in Crimson Cafe student operated restaurant
 - Trained students on use of state of the art POS system.
-

2003 to 2004 Mountain View Grand Resort & Spa Whitefield, NH

Training Manager

- Successfully implemented a company-wide structure and training program to develop more than 100 employees during grand opening year
 - Using a "train the trainer" model, coached department managers to effectively train front-line employees
 - Created an HR policies and procedures handbook for MVG department managers
-

Additional Experience

- Adult Education: Adult learning center course design and implementation in culinary arts
- CTE Advisory Board Member: Concord Regional Technology Center Culinary Arts program
- Skills USA: Member and NH culinary competition judge
- Steering committee member for advocacy organization: Children of Sullivan County
- Extensive experience in hotel management including human resources, budgets, sales & marketing, operations and special events
- National JAG Training Seminar 2006 & 2011, JAG Management Development Institute: July 2006

Education

Bachelor of Science – **Human Resources and Training**, *Summa Cum Laude* 2002
Granite State College, University System of New Hampshire

Associate of Science – **Culinary Arts**, *Cum Laude* 1982
Johnson & Wales University, Providence, Rhode Island

Psychology major
University of Vermont, Numerous liberal arts and social science course credits

Jessica L. Genza
jgenza@mvsdpride.org

Education

Bachelor of Arts, English
Minor in Gender Studies
Saint Anselm College, Manchester, NH

(May, 2014)

Honors:

- Dean's List

Course Highlights: Philosophy of Education, Sociology of Family, Communication and Gender, Introduction to Literary Studies, American Autobiography. Completed regionally recognized Humanities Program including courses in philosophy, literature, and theology, with emphasis in writing, critical thinking, analytical, and problem solving skills.

Experience

NH Jobs for Americas Graduates Manchester, NH
Merrimack Valley High School Penacook, NH
Youth Specialist

June, 2014-Present

Responsible for educating at risk high school students in the following competency areas: Career Development, Job Attainment, and Job Survival. Required ability to communicate effectively with students from a variety of socially and academically disadvantaged backgrounds.

- Exposed students to the field of career exploration and career development while providing opportunities for personal development, team building, and leadership skill training.
- Improved students' academic performance through assistance in academic recovery as well as tutoring and study skill areas predominantly math and reading.
- Provided guidance and counseling services to ensure the personal and academic success of JAG participants.

Saint Anselm College Manchester, NH
Meelia Center for Community Engagement

April, 2013

President's Leadership Award-Campus Compact of NH

Representing Saint Anselm College as an individual whose exemplary leadership has translated into a lasting impact on the community. Recognized as contributing invaluable service to the communities of New Hampshire.

Goodwill Industries-AmeriCorps

March, 2013-March, 2014

Required ability to communicate effectively to students with diverse learning abilities. Fulfilled 300 hours of service.

- Improved students' academic performance through assistance with assignments and effectively motivated students to reach academic goals as a student teacher.

Student Coordinator

August, 2010-Present

Responsible for weekly meetings, scheduling, task management, and curriculum development for after-school Humanities program held at Saint Anselm College.

- Exposed to management and coordination of a culturally diverse group of 25 refugee, immigrant, and underrepresented high school students engaged in college level research.
- Demonstrated reliability, strong communication skills, organization, and attention to detail while responsible for weekly activities including team meetings, delegation of project tasks, training of volunteers/service learners, and development of program goals.

Student Liaison – West High School

January, 2014-Present

Utilizing excellent interpersonal and team building skills, observed ELO classroom setting to establish a foundation for future programming efforts and leadership goals.

- Analyzed and determined learning styles of students and successfully developed appropriate strategies to convey information.
- Built relationships with West high school students and faculty to secure a connection between Saint Anselm College and the Manchester school district.

Student Intern

September – December, 2013

Selected as the Communications intern based on strong leadership skills, public speaking ability, writing ability, and excellent project management abilities.

- Involved in supporting and encouraging the growth of the Access Academy initiative, overseeing 10 student coordinators, managing 4 individual ELO credit bearing programming efforts, facilitating weekly communication with all team members, and responsible for the scheduling of 2 community based presentation ceremonies.

Diversity and Inclusion Training Seminar

October, 2013

Based on dependability and initiative, was awarded the opportunity to help facilitate and organize a diversity training seminar for Saint Anselm College student volunteers and service learners.

Additional Experience**Parable Magazine, Manchester NH**

(September-December, 2012)

Served as the director's office/research assistant in addition to conducting research, editing transcripts, and contributing articles

Big Y Foods Corporation, Ludlow MA

(March, 2009 - Present)

Cashier/Customer Service Representative: Began as a bagging clerk and was promoted to cashier position based on ability and performance. Provided excellent customer service, obtained teamwork skills, ensured customer satisfaction, integrated communication, problem-solving, cooperation, and leadership skills.

Kimberlee P. Spaulding

kspaulding@sau23.org

Professional Experience

Youth Specialist, NH-JAG Program at Woodsville High School: 2002 - Present

- Workforce Investment Act funded program. Trained in ETEAMS computer data system
- Vocational Rehabilitation Collaboration and Partnership
- Shared Youth Vision team member
- Expanded Summer Youth Work program to include community based work opportunities in and around Woodsville including collaborations with AMC, Cottage Hospital & Horse Meadow Senior Center
- Trained in the JAG Electronic National Data Management System
- National JAG recognition for achieving "5 out of 5" program performance outcomes.
- WHS Committee contributions: Success-at-School Committee & At-Risk Committee
- Organized Career Day at WHS
- Advisor to the JAG Career Association at WHS
- Chaperone: JAG National Student Leadership Academy, Washington, D.C.

Youth Specialist, NH-JAG Program at Littleton High School: 2002 – 2003

- Further developed existing WIA funded ISY program to include scheduled JAG classes

Trainings and Workshops

- National JAG Training Seminars & JAG Specialist Training
- Casas Implementation Training
- NH Transition Community of Practice Summit III
- Can You Hear Me Now?
- Stop the Bullying: A Collaborative Approach
- NHHEAF College 101 training

Awards Received

JAG Above and Beyond Award, 2006

JAG High Performer Award, 2008

Education

- Granite State College, University System of New Hampshire
Certification in Paraprofessional Studies, Special Education concentration, May 1997

Jill M. Puchacz

EDUCATION

Southern NH University - Manchester, NH

- B.A. – History
- M. Ed. – Elementary Education / Special Education

May 2009
December 2014

PROFESSIONAL EXPERIENCE

Jobs for Americas Graduates – Manchester Memorial High School Youth Specialist

2013 to Present

- Meet curriculum guidelines
- Implements lesson plans to meet multiple IEP guidelines
- Collaborates with coworkers to create a technology driven classroom
- Performs Formative and Summative assessments

Prudential Verani Realty – Bedford NH

Office Administrator

2010 to 2012

- Performs audits to ensure state and federal guidelines are met
- Provides administrative support for more than 30 agents
- Interacts with customers and prevents service disconnects

Executive Health Club – Manchester NH

2007 to 2014

Water Safety Instructor

- Provides basic to advanced instruction for youth and adults
- Develops lesson plans tailored to meet individual student needs
- Promotes personal development and builds confidence through recreational water activities

AmeriCorps

2009 to 2010

Volunteer Coordinator for CareGivers Inc. in Bedford NH

- Grew volunteer base from 30 to more than 100 volunteers per month
- Recruited and trained new caregivers
- Prepared training materials

Boston University Sargent Center – Hancock NH

Summer 2008 / 2007

Trip Leader / Adjunct Conference Staff / Waterfront Director

- Instructed youth in wilderness safety and camp craft
- Developed and taught lesson plans
- Coordinated training and development of 50 staff members
- Worked with individuals having diverse learning styles and physical needs
- Facilitated Leadership Development of college orientation leaders
- Organized multi day wilderness trips

SKILLS

F.I.R.S.T Robotics Advisor, Advanced knowledge and experience in MS Office Suite / MS Word / MS Excel / PowerPoint
E-Mail, Voice mail, Interpersonal communication, multi line phone systems, database maintenance

Beverly B. Robie

brobie@mansd.org

EDUCATION

M.Ed., Creative Arts in Learning, Lesley University, June 2005

B.S., Human Services, Springfield College of Human Services, December 2002

A.A., General Studies, College for Lifelong Learning, June 1989

EMPLOYMENT HISTORY

Youth Specialist, March 2007-present

NH-Jobs for America's Graduates, 175 Ammon Drive, Suite 212, Manchester, NH

Responsible for implementation and delivery of a dropout prevention/employment skills program located at Manchester HS West. Duties include recruitment of students age 14-21, management of WIA Summer Youth Employment program and community engagement.

Intravenous Pharmacy Technician, October 2000 - March 2007

Uni-Care Health Services, Londonderry, NH

Duties included accurate calculation and compounding of IV medications, QA documentation, following FDA regulations, and providing customer service. Assisted with nursing certification classes held on site.

Hemodialysis Technician, April 1998 – October 2000

Manchester Kidney Center, Manchester, NH

Responsible for direct care and treatment of dialysis patients & documentation of patient information

Team member: Quality Improvement team.

Life Skills Facilitator / Third Shift Supervisor, September 1991 – April 1998

Robin Hill Farm, West Deering, NH

Attended medical appointments, monitored health needs & provided direct service to residential clients with TBI

Contact person for clients and their families

Facilitated community activities

Participated in hiring, training, and evaluation of staff

OTHER EXPERIENCE/SKILLS

- Special Needs Paraprofessional, 8 years
- Teller Trainer, 2 years
- First Aid/CPR/AED certified

COMMUNITY ACTIVITIES

- **Educator Leadership Greater Manchester**, Manchester Chamber of Commerce, June 2014 Graduate
- Co-Chair Outreach Ministry Brookside Congregational Church,
- NeighborWorks Southern New Hampshire, Fundraising Volunteer

SETH WINDOW

swindow@ccsnh.edu

EDUCATION

Bachelor of Science, Human Services
Springfield College, 2012

Associate in Applied Science, Community Leadership
University of New Hampshire, 2005

EMPLOYMENT HISTORY

Youth Specialist, NH-JAG Out-of-School Youth
Manchester Community College, August 2008 – Present

- Assist students in completing requirements for a G.E.D. certificate and placement in occupational skills training and/or an entry level job leading to a career and/or pursuing a post-secondary education
- Target clients for services based upon the number of barriers to a G.E.D. certificate and/or transition from school to a career
- Provide assistance in the follow-up period based upon their needs, including; employer marketing, job development and placement, employer and graduate follow-up contact, etc.

G.E.D. Instructor, NH-JAG Out-of-School Youth
Manchester Community College, November 2007 – August 2008

- Help students prepare to take the G.E.D. by participating in general classroom instruction, small group work, individualized instruction, computer-assisted instruction, and/or self-paced independent work

Program Assistant, NH-JAG In-School Youth
Merrimack Valley High School, September 2007 – August 2008

- Capture data and information in a web-based computerized system to track and report participants served, services delivered, and outcomes achieved

Teaching Intern, The Leadership School
Nobleboro, Maine, August 2006 – September 2007

- Facilitate five-day residential programs for middle school students participating in active learning techniques that are fun and encourage metaphorical thinking and maximum growth, engaging students of all abilities and backgrounds with concentration on bullying, sexual harassment, conflict resolution, stereotypes, and drug and alcohol abuse

ACTIVITIES

Committee Chair, Manchester Shared Youth Vision
Manchester, New Hampshire, February 2009 – Present

- Facilitate monthly meetings of representatives from local youth-serving agencies, keep committee informed of information beneficial to clients, and oversee/plan annual youth employment focused event

Volunteer, Camp To Belong Massachusetts
Northampton, Massachusetts, Summer 2005, 2006, 2007, 2009, 2010

- Provide residential support for week-long camp experience for siblings separated by adoption, supervise new staff, and oversee/plan daily activities and events

MARIA DIMITROS

Profile

Creative, experienced, inner-city classroom educator with a passion for instilling a lifelong interest in learning among diverse students - emphasizing equality, inquisitiveness, and personal achievement. Possess strong human skills and find invaluable lessons from truly listening to and respecting others. Nominated as one of Top Twenty Outstanding Students at Plymouth State College for America Reads Program. Love of travel and fascination with all cultures. Fluent in Greek. NH Certification in Childhood Studies K - 8 (Highly Qualified Teacher Status).

Education

Bachelor Degree in Education, Teacher Certification (K-8), Minor in Psychology,
Plymouth State University, Plymouth, NH 03264

Experience

NH JAG (Jobs for America's Graduates), 175 Ammon Dr. Manchester, NH 03103, Instructor/Career Developer, Current Employer

New Hampshire Jobs for America's Graduates (NH-JAG) is a statewide non-profit program for youth, ages 18-22 who seeks to make the most of their high school education and pursue career and postsecondary educational interests.

- Develop and deliver daily, individual and group lessons plans in the areas of math, science, social studies, reading and employability skills.
 - Monitor basic skills improvement to ensure performance outcomes are met.
 - Organize and provide training, remediation skills, and academic support in a competency-based curriculum.
 - Maintain a positive image within the education community and effectively develop effective cooperative working relationships with students and staff.
 - Process appropriate paperwork, daily documentations and data mining to meet the diverse needs of students.
 - Attend weekly staff meetings and professional development opportunities.
 - Assist students with preparation for HiSET exam and record student attendance and progress.
-

Amherst Street Elementary School, 70 Amherst Street Nashua, NH 03064 Classroom Teacher, Grade 4 (8years), Grade 6 (1 year), Grade 5/6 (1 year), 2001-2011

Amherst Street Elementary School is a comprehensive Kindergarten through sixth grade school serving approximately 320 diverse learners within an inner-city location.

- Develop creative lesson plans and instruction for Language Arts, Mathematics, Science, Social Studies and Character Education; piloted civics-based, *Project Citizen Program*.
- Modify curricula for diverse learners with varied learning styles and skill levels; have created daily lesson plans and approaches for multi-age classroom.
- Work collaboratively with staff, team members, and parents; cited consistently by parents and students for excellence.
- Employ web-based strategies and resources for enhancing classroom instruction and fostering computer-based learning.
- Skilled in classroom management and the administration/tracking of student progress and standardized test scores.
- Engage in ongoing professional development by attending workshops and seminars; attended Lesley University workshop on the *Literacy Collaborative Model*.
- Mentor for Student Teachers, 2007-2011.

Committee and Community Involvement

- Yoga Instructor Work Out World, Open Space Yoga, and Forever Health and Fitness, 2011-Present.
 - Volunteer for Milford Area Players and Emerson Umbrella Center for the Arts, 2010-2012.
 - Science Facilitator and District Curriculum Development, 2007-2011
 - CRETE (Conflict Resolution Education for Teacher Education), Certified CRETE Trainer, 2010-2011
 - AVP (Alternatives to Violence and Prevention) Certified Trainer, 2009-2010
 - School Improvement Committee, (ASCC) 2002-2011
 - 21st Century After School Programs, Developed Drama and Potter Classes, 2003-2005
-

Mary C. Leger

NH JAG PROGRAM ASSISTANT

mleger@ccnhs.edu

Experience

NH-JAG Program Assistant August 2007 - Present
New Hampshire Jobs for America's Graduates

Provides support to WIA OSY program at Manchester Community College

Assists Youth Specialist in recruitment of new students and completion of all intake paperwork

Enters data in Eteams data system

Processes paperwork related to services delivered

Advertising Manager November 2004 – July 2007
The Real Estate Show

Oversaw TV advertising content and production requirements with realtors in New Hampshire and Massachusetts

Photographer December 2001 – August 2003
Auto Hunter Magazine

Photographed vehicles for publication and negotiated advertising sales

Service Representative August 1972 – December 1996
NYNEX

Sales of NYNEX services

Business and residential customer service including new and changes in service

Served as liaison between customer and other NYNEX departments

Community Involvement

- Hooksett NH Library Trustee
- Special Olympics Volunteer
- Hooksett Memorial and Underhill School volunteer
- Telephone Pioneers of America

59 PONEMAH HILL ROAD, MILFORD, NH 03055
PHONE 857-383-0398 ♦ E-MAIL MELLENJAN@GMAIL.COM

JAN MELLEN

OBJECTIVE

To secure a position with a human-oriented organization where my skills may contribute to the success of the organization and satisfaction of its clients.

SUMMARY OF QUALIFICATIONS

- Extensive experience with patent prosecution.
- Experience in estate planning and probate law in Florida.
- Experience in estate planning, domestic and personal injury law in Maine and NH.
- Experience in medical fields, specifically dental, orthodontic and orthopedic areas.
- Proactive problem solver, able to multitask, prioritize and work with minimal oversight.
- Proven ability to oversee multiple schedules and meet deadlines.
- Developed relationships with and supported needs of international clients.
- Communicated detailed and dead-lined instructions to foreign associates.
- Excellent managerial, organizational and writing skills.
- Proficient in Microsoft: Word, Visio, Outlook, E-mail and Internet.

PROFESSIONAL EXPERIENCE

3/13-5/14 Law Firm Palm Harbor, FL
Legal Assistant

Duties include drafting communication to clients, drafting civil and probate documents for Court, arranging hearing dates with Court, finalizing estate planning documents, answering phones, maintaining attorney calendar, maintaining files, maintaining good communication between attorney clients, maintaining office operations in conjunction with office manager.

9/98-8/11 Law Offices of Paul E. Kudirka Boston, MA
f/k/a Kudirka & Jobse

Patent Secretary-Paralegal

Duties included managing attorney docket, making docket entries, downloading communication from Patent and Trademark Office (PTO), corresponding with clients, foreign associates and PTO via telephone and/or letter, overseeing deadlines for annuity and renewal fees, preparing documents to accompany amendments including petitions, transmittal letters and information disclosure statements, proofing patents and electronically filing documents with PTO.

REFERENCES

Available upon request.

	FY16 Salaries	FY17 Salaries	Total	Fringes	Total	Percent of time on this contract site
PROGRAM PERSONNEL						
Claremont OSY						
Youth Specialist	32,000	33,500	65,500	21,205	86,705	100%
Program Assistant	13,000	13,390	26,390	2,080	28,470	100%
Job Developer	16,000	16,480	32,480	1,600	34,080	100%
Program Manager	8,000	8,000	16,000	1,280	17,280	15%
Administrative Personnel						
Program Manager	2,600	2,600	5,200	416	5,616	
Total	71,600	73,970	145,570	26,581	172,151	
	FY16 Salaries	FY17 Salaries	Total	Fringes	Total	Percent of time on this contract site
Manchester West High School						
Youth Specialist	35,453	35,453	70,906	21,926	92,832	100%
Program Assistant	13,000	13,000	26,000	2,080	28,080	100%
Job Developer	16,000	16,000	32,000	1,600	33,600	100%
Program Manager	8,000	8,000	16,000	1,280	17,280	15%
Administrative Personnel						
Program Manager	2,600	2,600	5,200	416	5,616	5%
Total	75,053	75,053	150,106	27,302	177,408	
	FY16 Salaries	FY17 Salaries	Total	Fringes	Total	Percent of time on this contract site
Manchester Community College						
Youth Specialist	34,087	34,087	68,174	21,594	89,768	100%
Program Assistant	14,000	14,000	28,000	2,240	30,240	100%
Job Developer/GED Instructor	25,235	25,235	50,470	19,448	69,918	100%
Program Manager	8,000	8,000	16,000	1,280	17,280	15%
Administrative Personnel						
Program Manager	2,600	2,600	5,200	416	5,616	5%
Total	83,922	83,922	167,844	44,978	212,822	

Position	FY16 Salaries	FY17 Salaries	Total	Fringes	Total	Percent of time on this contract site
Merrimack Valley Regional High School						
Youth Specialist	32,500	32,500	65,000	21,210	86,210	100%
Program Assistant	2,500	2,500	5,000	400	5,400	25%
Program Manager	5,625	5,625	11,250	2,566	13,816	20%
Administrative Personnel						
Program Manager	1,875	1,875	3,750	856	4,606	5%
Total	42,500	42,500	85,000	25,032	110,032	
Position	FY16 Salaries	FY17 Salaries	Total	Fringes	Total	Percent of time on this contract site
Woodsville High School						
Youth Specialist	39,618	39,618	79,236	22,936	102,172	100%
Program Assistant	2,500	2,500	5,000	400	5,400	25%
Program Manager	5,625	5,625	11,250	2,566	13,816	20%
Administrative Personnel						
Program Manager	1,875	1,875	3,750	856	4,606	5%
Total	49,618	49,618	99,236	26,758	125,994	
Position	FY16 Salaries	FY17 Salaries	Total	Fringes	Total	Percent of time on this contract site
Manchester Memorial High School						
Youth Specialist	32,500	32,500	65,000	21,210	86,210	100%
Program Assistant	2,500	2,500	5,000	400	5,400	25%
Program Manager	5,625	5,625	11,250	2,566	13,816	20%
Administrative Personnel						
Program Manager	1,875	1,875	3,750	856	4,606	5%
Total	42,500	42,500	85,000	25,032	110,032	

**New Hampshire-JAG
Job Description**

In-School Youth Specialist (WIA funded)

General Purpose

Implement the NH-JAG comprehensive model. Provide daily classroom instruction of 28-35 high school students between the ages of 15-21 in a dropout prevention and school-to-career transition program. Provide the appropriate mentoring, and community linkages. Assist students in obtaining a high school diploma/GED and entrance into post-secondary education/training, military, and/or employment. Provides follow-up for 12 months post program completion

Duties

- Works under the general direction of the Program Manager and /or his/her designee.
- Maintains a positive image within the education community and effectively develops a cooperative working relationship with high school staff.
- Conducts marketing campaign among area private and public sector businesses.
- Supervises a 5 week summer youth work program.
- Gains knowledge of local social services to assist with student needs.
- Collects individual student data from files and school personnel, conducts interviews with students, selects and documents justification for the selection of students.
- Processes appropriate paperwork to admit students into the program.
- Schedules and administers required testing for evaluation purposes.
- Organizes and provides training in a competency-based curriculum which includes career development; job attainment and survival; leadership development; personal skills development; and work place basic skills.
- Monitors basic skills improvement, provides academic support and remediation – including access to tutoring and study skills, linkages to available resources within the school and community to improve academic progress and attainment of a high school diploma or GED.
- Provide career guidance and assistance with entering post-secondary education and training.
- Organizes and monitors student involvement in community service projects and fundraising.
- Organizes and advises a student-led Career Association Chapter, which provides for personal and group motivation, development of self-confidence and leadership skills, and team building.
- Develop school-based and work-based learning experiences, job-shadowing and internships.
- Records student's attendance and progress in all training program areas – computerized tracking to document services delivered and performance results.
- Monitors students activities during the summer months which may include attending summer school, supportive academics and work placement, unsubsidized employment, or other activities deemed appropriate for the student.
- Provide 12 months of follow-up services to students, includes placement assistance, post secondary education/training guidance, continuous barrier resolution, and linkages to social services and submits monthly follow-up reports documenting achievements and needs.
- Enters all student documentation into the Federal ETEAMS database and JAG National Database.
- Performs additional tasks as assigned by the Program Manager and/or his/her designee.

Qualifications

- Bachelor's degree in Education, Business, Counseling, or related field preferred.
- At least 1 year experience working with youth, teaching or counseling.
- Must have excellent presentation, organizational, oral and written communication skills.
- Ability to work effectively and efficiently with youth, educators and employers.
- Job development experience is a plus.
- Computer literate in Word, Internet, publisher and e-mail

Work Requirements

- Minimal physical activity required.
- Ability to work in an autonomous work setting with little supervision.
- Local in-state travel required.
- Work week may consist of some evenings and weekend hours.

Reports to: Program Manager
FLSA Status: Exempt

**New Hampshire-JAG
Job Description**

Out-of-School Youth Specialist (WIA)

General Purpose

Implement the New Hampshire-JAG (NH-JAG) Out-of-School model. Serve 25 youth between the ages of 16-21. A drop-out recovery and school-to-career transition program for students who have dropped out of high school, or have a high school diploma, but lack the skills training to secure a good job. Provide the appropriate mentoring, and community linkages necessary to overcome barriers. Assist students in obtaining a high school diploma/GED and entrance into post-secondary education/training, military, apprenticeship, and employment. Provide 12 months of follow-up services

Duties

- Works under the general direction of the NH-JAG Manager and/or his/her designee.
- Maintains a positive image within the education community and effectively develops a cooperative working relationship with appropriate staff.
- Develops relationships with local community social service and support organizations.
- Gains knowledge of local social services and opportunities for student's ages 16-21.
- Conducts marketing campaign among the private and public sector businesses within the geographical area assigned. Recruits students from the surrounding area.
- Collects individual student data from files and school personnel, conducts interviews with students, selects and documents justification for the selection of students.
- Processes appropriate paperwork to admit students into the program
- Schedules and administers required testing for evaluation purposes.
- Assists in preparing students for GED exam.
- Organizes and provides training in a competency-based curriculum.
- Monitors basic skills improvement, provides academic support and remediation-including access Tutors and study skills instruction; and linkages to available resources within the community to improve student academic progress and attainment of GED.
- Provide career guidance and assistance with entering post-secondary education and training.
- Organizes and monitors student involvement in community service projects, fundraising and provides training in service learning.
- Organizes and advises a Professional Association, which provides for personal and group motivation, development of self-confidence and leadership skills, and teamwork.
- Develop work-based learning experiences, internships, apprenticeships.
- Assist in the development and maintenance of the Occupational Skills Certificate Programs within the business community and the college.
- Records student's attendance and progress in all training program areas-computerized tracking to document services delivered and performance results.
- Provide 12 months of follow-up services to students, includes placement assistance, post secondary education/training guidance, continuous barrier resolution, and linkages to social services.
- Submits monthly follow-up reports documenting achievements and needs of those students.
- Performs additional tasks as assigned by the JNHG Manager and/or his/her designee.

Qualifications

- Bachelor's degree in Education, Business, Counseling, or related field preferred.
- At least 2 years experience working with youth, teaching or counseling. Will consider additional experience in lieu of Bachelor's Degree.
- Must have strong communication, presentation and organizational skills.
- Ability to understand and work effectively and efficiently with youth, educators, and employers
- Job development experiences a plus.
- Computer literate

Work Requirements

- Minimal physical activity required.
- Ability to work in an autonomous work setting with little supervision.
- Local in-state travel required.
- Workweek may consist of some evenings and weekend hours.

Reports to: Program Manager

FLSA Status: Exempt

**New Hampshire – Jobs for America's Graduates
WIA Program Assistant Job Description**

General Purpose

To provide clerical support to the WIA (Workforce Investment Act) In-School Programs

Assist with WIA Documentation

Program assistant will work directly with the Program Manager and provide support with all paper and computer entry related matters, including, but not limited to:

- 1.) Entering notes and other information into the database as needed.
- 2.) Assist with gathering WIA eligibility and/or outcome reporting documentation
- 3.) Organizing and filing of documentation
- 4.) Assist with follow up documentation and verifications
- 5.) Attendance verification and submission.
- 6.) Data Validation and monitoring

Additional Duties

Program assistant may be asked to work in the classrooms to assist with onsite documentation and filing. Additional duties may be required as directed by the Program Manager including:

- 1.) Proofing/editing materials
- 2.) Running and analyzing reports
- 3.) Making phone calls to verify/clarify staff or student information

Reports to: Program Manager

FLSA Status: Part-time Hourly

**New Hampshire – Jobs for America's Graduates
Job Description**

OSY Program Assistant (WIA)

General Purpose

Is to assist Youth Specialist with all related documentation and provide direct support to the students.

Duties

- Student Support
- Assist with WIA documentation
- Maintain database for WIA and JAG

Student Support

Above all the program assistants provides direct support to the students. By helping students focus, providing encouragement and giving individual attention where needed, the program assistant's role is one of an all-around resource; a guide and a mentor.

Assist with WIA documentation

Program Assistant will work directly with the Youth Specialist and provide support with all paper and computer entry related matters to include but not limited to:

1. Assist with gathering WIA eligibility Documentation
2. Assist with daily activity and attendance documentation
3. Assist with follow up verification documentation

Maintain database for WIA and JAG

Primary responsibility of the program assistant is to enter all of the notes and related WIA data into the e-teams database as well as maintain the JAG ENDMS system and run related JAG reports for the job specialist

Requirements:

Some travel required

Part time, non –benefit, hourly position

**New Hampshire – Jobs for America's Graduates
OSY Job Developer (WIA)
Job Description**

General Purpose

Is to assist and provide direct support to the students in the Out-of-School Program in securing part time positions within the community. This person will work with both active and follow up students to assist with job placement. Weekly classroom instruction regarding employability skills will be required.

Duties

- Provide individual job development support to students in respect to employment goals.
- Develop job shadow and internship opportunities for each student.
- Engage business community within the classroom.
- Provide classroom instruction for a minimum of 1 hour per week.
- Build brand recognition in the Greater Manchester Area to better serve student employment needs.

Job Development and Employer Marketing

Job Developer will be responsible to develop potential job shadowing and internship opportunities for each student, work with recent graduates and assist with employment options.

Business Community

Job Developer will promote the program to local businesses and engage them in various ways, including being guest speakers in the JAG classroom or providing tours of their facility. Regular marketing and follow up with employers is essential.

Requirements: Valid driver's license w/ proof of insurance

Ability to drive to various employers

Strong computer and typing skills

This is a busy office - must be able to multitask efficiently

Reports to: Youth Specialist

New Hampshire-JAG
Job Description
WIA Program Manager

General Purpose

Manages NH-JAG/WIA funded services within a defined geographical region of the State of New Hampshire. Supervises the Job Specialists and serves as the liaison between NH-JAG and schools.

Duties

- Ensures that NH-JAGWIA mission is adhered to and model standards are met through site visits, classroom observations, discussion with school administrators and others, and advising, counseling and directing Youth Specialists.
- Enhances status and perception of program and resolves problems by developing and maintaining effective working relationships with school administrators and community leaders, and by serving as liaison between schools and NH-JAG.
- Assures that quality direct service is provided to clients by monitoring outcomes, observing and overseeing processes such as selection and testing, and obtaining feedback.
- Provides small group training with students on a weekly basis.
- May also be responsible to provide follow-up services in tandem with the Specialist.
- Advocates for the program and enhances its visibility by participating in public relations activities, attending meetings, speaking to various community groups, and legislators.
- Ensures that documentation and reporting requirements for the WIA e-teams system are accurate and deadlines met in a timely fashion by Youth Specialists.
- Interviews, selects (in conjunction with the President), trains supervises, and evaluates the performance of youth Specialists; performs personnel functions, such as pay adjustment forms and reference checks, related to those he or she supervises.
- Plans and implements regional meetings on a regular basis.
- Participates as an active member of the Management Team.
- Substitutes in classroom when necessary.
- Perform other duties as assigned

Qualifications

The Program Manager must have a Bachelor's Degree in business, education, or a related discipline, master's degree preferred. The manager must have the ability to communicate effectively, orally and in writing with a variety of individuals. The manager must have skills to supervise from a distance and to develop the staff's human relations, leadership, supervision, and motivational techniques. The Manager must have the skills necessary to effectively organize, manage, and achieve multiple goals and priorities. Manager must have strong working knowledge of computers and have the ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations.

Work Requirements

Minimal physical activity required

Ability to work autonomously with very little supervision

Ability to drive up to 1,000 miles a month and a valid driver's license

Position reports to: President

FLSA Status: Exempt—Salaried