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Frank Edelblut  
Commissioner



Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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July 27, 2021

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Education (NHDOE) to grant funds to Friends of Seabrook Community (FOSC), Seabrook, New Hampshire (366942), in an amount not to exceed \$1,650,000, to provide extended day programming for youth and their families, effective upon Governor and Council approval through June 30, 2026. 100% Federal Funds.

Funds to support this request are available in the account titled 21st Century Community, Title IVB in FY22 and FY23, and are anticipated to be available in the next two operating budgets upon the availability of funds in the future operating budgets with the authority to adjust encumbrances through the budget office without further Governor and Council approval if needed and justified.

	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>
06-56-56-562010-25190000-072-500577	\$330,000	\$330,000	\$330,000	\$330,000	\$330,000
Grants Federal					

**EXPLANATION**

Legislation allows for five-year Nita M. Lowey 21st Century Community Learning Center (21<sup>st</sup> CCLC) grants to serve youth and their families during the out-of-school time hours. Grants are awarded annually pending the Department's evaluation of successful progress towards meeting the Government Performance Results Act (GPR) measures and the availability of Federal Funds.

The goal of the 21<sup>st</sup> CCLC grant is to raise student academic achievement through the creation and expansion of community learning centers that provide students with academic enrichment opportunities as well as additional activities designed to complement their regular academic program during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core

academic subjects to support student learning and development, including tutoring and mentoring, homework help, academic enrichment (e.g., hands-on science or technology programs), and community service opportunities, as well as music, arts, sports, cultural activities and other educational services to the families of participating children.

The program services provided by the grant cited above will be coordinated by Friends of Seabrook Community (FOSC) in Seabrook, NH in collaboration with the Seabrook School district. This collaborative approach will serve Seabrook Elementary and Seabrook Middle School youth and their families.

A Request for Applications (RFA) was advertised on the Department of Education website on May 12, 2021 with a deadline for applications of June 9, 2021. There were five (5) proposals submitted to the RFA titled "Nita M. Lowey 21st Community Learning Centers Program (21st CCLC) Request for Application (RFA) 2021-2022" and four (4) applications met the criteria for rigorous peer review by reviewers selected from a nationwide search based on their extensive 21st CCLC, Community Based Organization (CBO), school day and higher education experience. A list of reviewers and the results are included as Attachment A. All four (4) applications that met the criteria will be funded.

In the event that Federal Funds are no longer available for this program, State Funds will not be requested to support this program.

Respectfully Submitted,



Frank Edelblut  
Commissioner of Education

## Attachment A

Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Grant Competition

### Proposal Criteria in the RFP

Complete Application	2.5
Abstract	2.5
Planning Process	5
Need for Project	10
Program Design	20
Adequacy of Resources	10
Program Management Plan	10
Project Evaluation	20
Budget/Budget Narrative, Collaboration, Partnerships	10
Advisory Board, and Sustainability	10
SUB TOTAL	100
Priority Points	20
TOTAL WITH PRIORITY POINTS	120

### Proposals Scored

1. Friends of the Seabrook Community (FOSC) - Seabrook Elementary, Seabrook Middle
2. Manchester School District - Weston, Webster, Jewett Street Schools
3. Rumney School District, Russell Elementary
4. Manchester School District - Beech Street, Northwest, Henry Wilson Schools

### Reviewers Scores

	Chelsea D.	Christine M.	Jennifer J.	Kimberly D.	Score Average
Friends of the Seabrook Community (FOSC)	94.5	N/A	100	N/A	97.25
Manchester: Weston, Webster, Jewett Schools	N/A	91	N/A	80.5	85.75
Rumney School District, Russell Elementary	N/A	82	N/A	84.5	83.25
Manchester: Beech, Northwest, Henry Wilson	73.5	N/A	70	N/A	71.75

### Review Process

Scoring for review occurred June 11, 2021-June 25, 2021. The proposal review panel consisted of the following reviewers, selected nationwide to reflect a balance of backgrounds and experiences.

### Reviewer Qualifications

**Chelsea D.**, Connecticut, has 7 years of experience as a Program Director and Teen Initiatives Director.

**Christine M.**, Kansas, has over 20 years of experience as a teacher and Education Program Consultant.

**Jennifer J.**, Connecticut, has 13 years of experience as a Service Coordinator / Quality Advisor and an Education Consultant / Program manager.

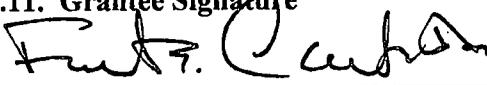
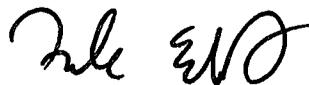
**Kimberly D.**, Tennessee, has over 20 years of experience as a 21<sup>st</sup> CCLC Consultant, Grant Coordinator and Extended School Program Personnel and Enrichment Coordinator.

## GRANT AGREEMENT

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

### GENERAL PROVISIONS

1. Identification and Definitions.

<b>1.1. State Agency Name</b> NH Department of Education		<b>1.2. State Agency Address</b> 101 Pleasant Street Concord, NH 03301	
<b>1.3. Grantee Name</b> Friends of Seabrook Community (FOSC)		<b>1.4. Grantee Address</b> PO Box 873 Seabrook, NH 03874	
<b>1.5. Grantee Phone #</b> 603-997-1909	<b>1.6. Account Number</b> See Exhibit B	<b>1.7. Completion Date</b> June 30, 2026	<b>1.8. Grant Limitation</b> \$1,650,000.00
<b>1.9. Grant Officer for State Agency</b> Kathleen Vestal		<b>1.10. State Agency Telephone Number</b> 603-271-3853	
<b>1.11. Grantee Signature</b> 		<b>1.12. Name &amp; Title of Grantee Signor</b> Forrest Carter Jr., Program Director	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of <u>Rochester</u> , on <u>07/28/21</u> , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that <u>he</u> executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace</b> (Seal) N/A (COVID19)			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> N/A (COVID19)			
<b>1.14. State Agency Signature(s)</b>  8.2.21		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> Frank Edelblut, Commissioner of Education	
<b>1.16. Approval by Attorney General (Form, Substance and Execution)(if applicable)</b>  By: Christopher Bond, Attorney <span style="float: right;">Office of the Assistant Attorney General, On: 8/2/21</span>			
<b>1.17. Approval by Governor and Council (if applicable)</b> By: _____ On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project"):

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, if applicable, or signature by the agency whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in IFS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
  15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
  16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
  17. INSURANCE AND BOND.
  - 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
    - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
    - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
  - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
  18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
  19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
  20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
  21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
  22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
  23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
  24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

**EXHIBIT A**  
**Scope of Services**

The goal of the Nita M. Lowey 21st Century Community Learning Center (21<sup>st</sup> CCLC) grant is to raise student academic achievement through the creation and expansion of community learning centers that provide students with academic enrichment opportunities as well as additional activities designed to complement their regular academic program during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects to support student learning and development, including tutoring and mentoring, homework help, academic enrichment (e.g., hands-on science or technology programs), and community service opportunities, as well as music, arts, sports, cultural activities and other educational services to the families of participating children.

These activities include but are not limited to:

1. Academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services, that are aligned with the challenging State academic standards and any local academic standards
2. Local curricula that are designed to improve student academic achievement
3. Well-rounded education activities, including such activities that enable students to be eligible for credit recovery or attainment
4. Literacy education programs, including financial literacy programs and environmental literacy programs
5. Programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs
6. Services for individuals with disabilities
7. Programs that provide after-school activities for students who are English learners that emphasize language skills and academic achievement
8. Cultural programs
9. Telecommunications and technology education programs
10. Expanded library service hours
11. Parenting skills programs that promote parental involvement and family literacy
12. Programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement
13. Drug and violence prevention programs and counseling programs
14. Programs that build skills in science, technology, engineering, and mathematics (referred to in this paragraph as "STEM")
15. Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills

**EXHIBIT A**  
**Continued**

Friends of the Seabrook Community (FOSC) will serve approximately 140 students per day, grades Kindergarten through 8<sup>th</sup> from Seabrook Elementary school (SES) and Seabrook Middle School (SMS).

**The program is as follows:**

1. FOSC in SES begins at 1:30PM and SMS at 2:30PM
2. From 1:30PM – 2:00PM for SES and 2:30PM – 3:00PM for SMS, Students are welcomed in the school cafeteria, attendance is taken by FOSC, and students enjoy a FREE afterschool lunch provided by the Seabrook Nutrition Department in conjunction with USDA funding and following all healthy food guidelines
3. At 2PM – 2:30PM for SES and 3:00PM to 3:45PM for SMS, students migrate to specified Brain Zone locations organized according to grade levels of students, ensuring effective academic support during Brain Zone times from Academic Advisors and Program Leaders work directly with students on academic and behavioral needs and goals, including homework completion, test retakes, and project guidance, along with brain games and academic enrichment opportunities for students that do not have work or finish before the end of Brain Zone
4. From 2:30PM to 2:45PM in SES and 3:45PM to 4PM in SMS, students remain in Brain Zone locations and are immersed with Responsive Classroom activities in SES and Habits of Learning/Responsive Classroom activities in SMS, facilitated by Academic Advisors and Program Leaders assigned to each of the Brain Zone groups
5. Block 1 begins at 2:45PM in SES and 4PM in SMS and Academic Support is facilitated by Academic Advisors offering students additional time for work completion and academic support as needed
6. At 3:30PM - 4:15PM for SES and 4:50PM - 5:40PM for SMS, Students migrate to Seabrook Adventure Zone (SAZ) Block 2 locations. Attendance is taken again for Adventure Zones Block 2
7. Students remain in their location for a Reflection activity at 4:15PM for SES and at 5:40PM for SMS
8. Program Leaders walk students to pick-up areas and/or end of the day transportation and sign-out by 4:30PM in SES and 6PM for SMS.
9. Academic and Social Emotional Learning (SEL) Tutoring and Student Support is offered for Targeted students from 4:30PM – 5:30PM in SES and 6PM – 7PM in SMS facilitated by Program Leaders
10. Transportation is provided by the Seabrook Adventure Zone (SAZ) Bus and/or parent pick-up during extended student support hours

**EXHIBIT B  
Method of Payment**

**BUDGET**

<b>Expenditure Line Items</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Salaries and Benefits	\$305,000	\$305,000	\$305,000	\$305,000	\$305,000
Subcontracts	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Professional Development	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Supplies/Materials	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Travel	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>FY Total:</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$330,000</b>

**Source of Funding:** Funds to support this request are available in the account titled 21st Century Community, Title IVB in FY22 and FY23, and are anticipated to be available in the next two operating budgets upon the availability of funds in the future operating budgets with the authority to adjust encumbrances through the budget office without further Governor and Council approval if needed and justified.

	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>
06-56-56-562010-25190000-072-500577	\$330,000	\$330,000	\$330,000	\$330,000	\$330,000
Grants Federal					

**Limitation on Price:** Upon mutual agreement between the 21<sup>st</sup> CCLC State Director and the grantee, line items in this budget may be adjusted but in no case shall the total budget exceed the price limitation of \$1,650,000.

**Method of Payment:** Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the approved grant proposal, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payments will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to:

21<sup>st</sup> CCLC NH State Director  
101 Pleasant Street  
Concord, NH 03301

**EXHIBIT C**  
**Special Provisions**

Additional Exhibits D-G

**Federal Certification 2 CFR 200.415**

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

## EXHIBIT D

### Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

#### **Breach**

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

#### **Fraud and False Statements**

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC §1001 and §1020.

#### **Environmental Protection**

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

#### **Procurement of Recovered Materials**

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Revised 6-25-21

Contractor Initials RE  
Date 07/28/2011

## Exhibit E

### Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
  2. Does not have a proposed debarment pending;
  3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
  4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Revised 6-25-21

Contractor Initials FE  
Date 07/26/2021

## Exhibit F

### Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions

<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>

- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Revised 6-25-21

Contractor Initials FC  
Date 07/24/2021

## Exhibit G

### Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

#### Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

#### Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

#### Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Revised 6-25-21

Contractor Initials FL  
Date 07/25/2021

# State of New Hampshire

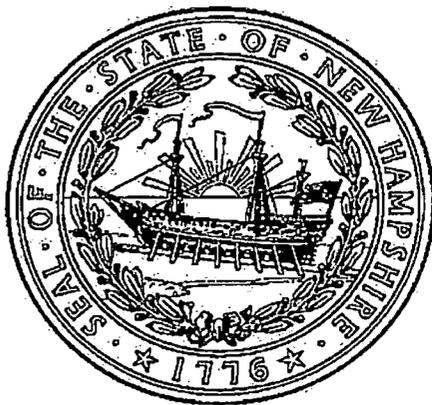
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that FRIENDS OF SEABROOK COMMUNITY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 11, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 747600

Certificate Number: 0005335934



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of April A.D. 2021.

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF VOTE**

(Corporation without a Seal)

I, Jill Gordon, do hereby certify that:  
(Name of the Clerk of the Corporation, cannot be signatory)

(1) I am the duly elected clerk of Friends of Seabrook Community (FOSC)  
(Corporation Name)

(2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on July 15, 2021  
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Forrest Carter Jr., ~~CEO~~ Program Director  
(Name of Contract Signatory) (Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

(3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 15<sup>th</sup> day of July, 2021.  
(day, month, yr) (must be same date as the contract date)

(4) Forrest E Carter Jr. is the duly elected Program Director of the corporation.  
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 15<sup>th</sup> day of July, 2021.

Jill Gordon  
(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Roussell

N/A

On 15<sup>th</sup> of July, 2021, the foregoing instrument was acknowledged before me.

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

[Signature]

Notary Public/Justice of the Peace

My commission expires on:





FRIEofs-03

VMORGANS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/20/2021

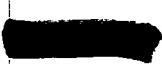
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN 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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> <b>AP Intego Insurance Group, LLC</b> 1601 Trapelo Rd Suite 280 Waltham, MA 02451	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS: <b>support@apintego.com</b>		FAX (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b>  <b>Friends of Seabrook Community</b> PO Box 2901 Seabrook, NH 03874	<b>INSURER A : Travelers Indemnity Co Of Ct</b>		<b>25682</b>
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> N <input type="checkbox"/> A		7/13/2021	7/13/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

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

<b>CERTIFICATE HOLDER</b>  NH Department of Education 101 Pleasant Street Concord, NH 03301	<b>CANCELLATION</b>  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 
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# **Friends of Seabrook Community (FOSC)**

## **Mission Statement**

**“The Friends of the Seabrook Community creates and supports safe and healthy recreational spaces and opportunities in the Seabrook Community.”**

# Form NHCT12, Annual Report

version 1.19

(Submission #: HP8-41TB-NXR87, version 1)

## Details

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**Originally Started By** Forrest Evans Carter Jr

**Submission ID** HP8-41TB-NXR87

**Status** Draft

## Form Input

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### Organization Information

#### Instructions

This is the first page of your annual report. If you don't remember your registration number click on the link [Registration number](#)

**Report is for fiscal year ending**  
12/31/2020

**Registration number**  
30675

**Name of Charity**  
Friends of Seabrook Community

**Organization's Address**  
PO Box 2901  
Seabrook, NH 03874

**Organization's Website Address**  
[www.friendsofseabrookcommunity.com](http://www.friendsofseabrookcommunity.com)

**Has the organization changed its name or address this year?**  
No

**Is a third party filer submitting this form on behalf of a charitable entity?**  
No

**Name and Title of Annual Report Contact**  
Forrest E Carter Jr, Co-Chairman

**Telephone Number of Annual Report Contact**  
6039971909

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Email Address of Annual Report Contact  
fosc2901@gmail.com

Did the organization earlier submit a request to extend the deadline to file the annual report and did it pay at that time the \$75.00 fee required by RSA 7:28-a, II?  
No

Is the organization a New Hampshire voluntary corporation (RSA 292) or is otherwise headquartered in New Hampshire?  
Yes

Does the organization file an IRS Form 990-PF (for private foundations)?  
No

Does your organization issue/offer Charitable Gifts Annuities to New Hampshire citizens?  
No

Is this your final report (i.e., is your organization dissolving, withdrawing from registration, etc.)?  
No

### Schedule A - Financial Report

A. Employer identification number (EIN)  
81-2784942

B. IRS Status  
501(c)(3)

#### Financial Report

---

Does the organization file a 990, 990-EZ or 990-PF with the IRS  
No

#### **Part I. Statement of Program Service Accomplishments** Complete the items below

C. Describe the organization's primary charitable purpose  
To create and support recreational spaces and opportunities in Seabrook, NH

D. Describe briefly, for each of the organization's largest programs (measured by expenses), the services provided, the number of persons benefited, and other information

Description	Program Expenses
Gaga Pit	750
NONE PROVIDED	NONE PROVIDED

#### **Part II. Revenue and Expenses** Complete the items below

##### E. Revenue

---

1. Donations and grants received (not fundraising events)  
1,800

**2. Program service revenue (received from those getting services)**  
0

**3. Membership fees**  
0

**4. Interest and Dividends**  
0

**5. Gross receipts from special fundraising events and activities**  
0

**6. Other revenue**  
0

**7. Total Revenue**  
1,800

**F. Expenses**

**8. Cash and benefit amounts paid to unrelated persons or groups**  
0

**9. Cash and benefit amounts paid to or for directors or members**  
0

**10. Compensation of officers, directors & key employees**  
0

**11. Other salaries & wages**  
0

**12. Payroll taxes & employee benefits**  
0

**13. Professional fees and other payments to independent contractors**  
0

**14. Occupancy, rent, utilities, insurance**  
0

**15. Printing, publications, postage, office supplies, IT**  
350

**16. Other expenses**  
0

**17. Total Expenses**  
350

**G. Net income (or net loss)**  
1,450

**Part III. Balance Sheet**  
Complete the items below

**H. Assets**

**1. Cash, savings, investments**

1,450

**2. Real estate less any depreciation**

0

**3. Other property and equipment less any depreciation**

0

**4. Pledges, grants, accounts receivable**

0

**5. Other assets**

0

**6. Total Assets (program will add lines 1-5)**

1,450

**I. Liabilities**

**7. Accounts payable**

0

**8. Loans, grants payable**

0

**9. Other liabilities**

0

**10. Total Liabilities (program will add lines 7-9)**

0

**J. Fund balance/Net worth (program will subtract line 10 from line 6)**

1,450

**K. Amount of fund balance that are donor restricted funds**

0

**L. Fund Balance/net worth at prior year end (prior year's Line J)**

0

**M. Change in Fund Balance (subtract line L from line J)**

1,450

**N. Explain reason for change in fund balance (Line M)**

Covid-19 impacted our ability to move forward with additional resources in the community

**Part IV. Other Information**

Complete items below

**O. Did the organization experience any significant thefts, embezzlements, or other diversions of assets during the reporting year? If yes, explain.**

No

**Schedule B - Governing Board**

**Instructions**

For organizations based in New Hampshire, provide all of the information set forth below either by entering requested information in the table below or uploading a pre-established list containing the same information. Note: boards of directors of nonprofit corporations formed in New Hampshire (RSA Ch. 292) must consist of at least five persons unrelated by blood or marriage. RSA 292:6-a. This requirement does not apply to IRS Form 990-PF filers.

**Officers and Directors**

Name	Title	Home address-street	City/Town	State	Zip Code	Daytime telephone number	Email address	Average hours per week devoted to position	Compensation and benefits paid (enter 0 if none)
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**Board Members**

Friends of the Seabrook Community Board of Directors.docx - 04/20/2021 11:24 AM

**Comment**

NONE PROVIDED

**Schedule C - Conflict of Interest and Governance Report**

1. Has there been a change to the organization's conflict of interest policy this year?

No

2. Did any officer, director, trustee, or member of his/her immediate family, or his/her employer/business (hereinafter an "interested person") obtain a pecuniary benefit (see RSA 7:19-a) from the organization in the last year?

No

3. Did the organization make a real estate transaction with or occupy real estate owned or rented by an interested person?

No

4. Was an advance or payment made on a loan to or from an interested person?

No

5. For each 'yes' answer to Questions 2, 3, or 4 above, provide the following:

Name/Relationship of Interested Person	Name of Director/Officer/Trustee	Description of Transaction (i.e., car sale, salary, etc.)	Amount
--	----------------------------------	---	--------

6. Did any of the pecuniary benefit transactions listed in #5 above amount to \$5,000 or more per transaction?

No

7. Has the organization amended its formation documents (articles of agreement, declaration of trust, constitution) or its bylaws within the reporting period?

No

8. How many times did the board of directors meet during the reporting period?

Other: 8 Meetings via Zoom

9. Did the organization use a professional solicitor, fundraising counsel, or commercial co-venturer to solicit contributions on the organization's behalf during the reporting period?

No

10. Was the organization the subject of any fine, penalty, or adverse judgment?

No

11. Is the organization a "fiscal sponsor" for another organization?

No

### **Acknowledgement**

**Name of Signatory**

Forrest E Carter Jr

**Title of Signatory**

Co-Chairman

Refunds for duplicate payments may be requested by emailing the CTU at [charitabletrusts2@doj.nh.gov](mailto:charitabletrusts2@doj.nh.gov). The CTU will issue a refund once the duplicate payment is confirmed.

Accept

### **Attachments**

---

<b>Date</b>	<b>Attachment Name</b>	<b>Context</b>	<b>Confidential?</b>	<b>User</b>
4/20/2021 11:24 AM	Friends of the Seabrook Community Board of Directors.docx	Attachment	No	Forrest Carter Jr

# Friends of Seabrook Community (FOSC)

## Board of Directors

### Forrest E. Carter Jr., M.Ed.

Program Director, Seabrook Adventure Zone (SAZ)

[REDACTED]  
[REDACTED]  
[forrest@friendsofseabrookcommunity.org](mailto:forrest@friendsofseabrookcommunity.org)  
[REDACTED]

*Co-Chairman (Non 21<sup>st</sup> CCLC Business)*

### Melanie Eaton

[REDACTED]  
[REDACTED]  
[melanie@friendsofseabrookcommunity.org](mailto:melanie@friendsofseabrookcommunity.org)  
[REDACTED]

*Board Member: Fundraiser Lead*

### Marcella Dow

[REDACTED]  
[REDACTED]  
[REDACTED]  
[marcie@friendsofseabrookcommunity.org](mailto:marcie@friendsofseabrookcommunity.org)

*Board Member: Fundraiser Lead*

### Jill Gordon

Project Coordinator, Geometry Global

[REDACTED]  
[REDACTED]  
[jill@friendsofseabrookcommunity.org](mailto:jill@friendsofseabrookcommunity.org)  
[REDACTED]

*Co-Chairman (21<sup>st</sup> CCLC and related programs)*

### Lyndsey Hamblet

Physical Education Teacher, SES

[REDACTED]  
[REDACTED]  
[lhamblet@sau21.org](mailto:lhamblet@sau21.org)  
[REDACTED]

*Treasurer*

### Jeff Brown

[REDACTED]  
[REDACTED]  
[REDACTED]  
*Board Member: Legal Counsel*

### Jessica Brown

[REDACTED]  
[REDACTED]  
[REDACTED]  
*Board Member: Seabrook School District Liaison*

### Judith Reinhold

[REDACTED]  
[REDACTED]  
[REDACTED]  
*Board Member: Town Liaison*

### Owen Carter-Duffy

[REDACTED]  
[REDACTED]  
[owen@friendsofseabrookcommunity.org](mailto:owen@friendsofseabrookcommunity.org)

*Secretary*

# Owen Hunor Carter-Duffy

Owen@friendsofseabrookcommunity.org

**CAREER OBJECTIVE** Obtain a position with youth development, academic supports, afterschool/summer programming, or education.

## EDUCATION

Northern Essex Community College  
Associates: Business Management  
\*Current  
Haverhill, MA

Empire Beauty School  
Licensure in Hair Design & Esthetics  
December 2014  
Hooksett, NH

## CERTIFICATIONS/MEMBERSHIPS

CPI Certified  
2018-Current

Youth Mental Health First Aid Certification  
2018-Current

Serve Safe Food Handling Certified  
2017 – Current

Friends of Seabrook Community (F.O.S.C.) Secretary  
2017 – Current

American Red Cross 1<sup>st</sup> Aid/CPR/AED Instructor Certified  
2021 – Current

Safety Certified Gymnastics Instructor Certification  
2012 – Current

ACROSS NH Professional Activity Hours: 67

NH Notary

## EXPERIENCE

August 2018 – Current  
**Seabrook School District Educational Associate**  
256 Walton Rd., Seabrook NH 03874

- **Student In-Classroom Support** five days a week that include individual and group student support in academics and behavior. Assisting the educator with student needs and service implementation.
- **Special Education Support:** IEP and 504 plan review and service implementation for students.
- **Substitute Educator:** Substitute educator when educators are absent from the classroom or for the day/week.

September 2017 –  
October 2018  
**Shift Supervisor, Moe's**  
779 Lafayette Rd, Seabrook, NH 03874  
Responsible for the supervision of staff, maintenance of equipment, opening of the facility, and all shift supervisor requirements.

- **Opening of Store/Restaurant** five days a week that include preparing essential foods and ingredients, daily communication and ordering with vendors, daily communication with staff members and administrative peers, daily reporting and inventory.
- **Equipment Maintenance** including supervising and guiding staff to clean according to health safety guidelines, fixing broken equipment and communicating with contractors to maintain equipment functionality, and daily maintenance of the store/restaurant.

2012 – Current

**Assistant Site-Coordinator/Healthy Living Specialist/Gymnastics Instructor/Program Leader, Seabrook Adventure Zone (21<sup>st</sup> Century CCLC)**

Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874

Responsible for curriculum development, program leadership, SAZ gardening and beautification, sports programming, activity implementation, and evaluation support of all youth positive social development programs with foundations based on both the 4-H values and Project Adventure.

- **Site Coordinator Support** before and during the SAZ program that includes program leadership, CAYEN input, fundraiser/event leadership and facilitation, as well as other Site-Coordinator needs.
- **Healthy Living Coordinator** responsible for nutrition, gardening, and physical fitness related program supervision, as well as engage staff and volunteers in professional development workshops to educate on these topics.
- **Curriculum Development** for one program each day, throughout 6 6-week sessions during the academic school year. Programs focus on a variety of topics, including Science, Technology, Engineering, the Arts, Sports, and other interests of the youth.
- **Program Development and Implementation** throughout the academic calendar, including the popular title of Gymnastics, Neon Me Up, Cosmo: Skin & Nails, and many others.
- **Event Leadership** with all families and community members during monthly family events, sporting events, and student led presentations.
- **Leadership Trainings** held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games, sports, and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.
- **Website Administrator** with lead responsibilities of updating and managing the Seabrook Adventure Zone website at [www.seabrookadventurezone.com](http://www.seabrookadventurezone.com)

2011 - 2014

**Gymnastics Coach, New England Gymnastics Training Center (NEGTC)**

NEGTC – 5 Tracy Lane, Hudson, NH 03051

Responsible for the safety, technique, and program management of youth gymnastics programs throughout the school year and summer.

- **Relationship Building** with parents and youth involved with the programs.
- **Appointment Management** for private instruction of individual youth.
- **American Red Cross Certified 1<sup>st</sup> Aid & CPR w/AED**

**TECHNOLOGY**

Power point, Print Shop, IPhoto, Microsoft Word, Apple Works, Microsoft Excel, Microsoft Office Publisher, Adobe Workshop, Google Docs, Google Sheets, ZOOM, Survey Monkey, WIX Website, etc.

# Forrest E. Carter Jr.

forrest@friendsofseabrookcommunity.org

**CAREER OBJECTIVE** Obtain an administrative, leadership, or teaching position in the field of education and community development while working with youth and adolescents and integrating technology, relationship building, community, and academic supports with the purpose of creating a more positive and rewarding life and academic experience for students and educators.

## EDUCATION

Plymouth State College Plymouth, NH  
Masters in Education: Physical Education, Adventure Education Concentration  
May 16, 2014

University Of Massachusetts Lowell Lowell, MA  
Bachelors in Liberal Arts: Psychology  
(Spanish Concentration Requirement)  
February 15, 2009

## CERTIFICATIONS/AWARDS

CPI Certified  
2018-Current

Youth Mental Health First Aid Certification  
2018-Current

NH Praxis Completed  
November 28<sup>th</sup>, 2012

Teaching Credential Certifiable Alternative 5: Elementary Education (K-6)  
Teaching Credential Certifiable Alternative 5: Physical Education  
Teaching Credential Certifiable Alternative 4: Middle Level Science (5-8)  
Teaching Credential Certifiable Alternative 4: Earth/Space Science (7-12)

Certified Park & Recreation Professional   
January 2015 - Current

Certified Project Alert Educator  
January 2011 - Current

American Red Cross 1<sup>st</sup> Aid/CPR/AED Certified Instructor  
2010 - Current

NH Champion for Children  
2018

NH Afterschool Ambassador, *Afterschool Alliance*  
2014-Current

4-H Certified Leader  
2011 – Current

Afterschool Master Professional Workshop Trainer, Faculty, Individual Mentor, and Program Consultant, *ACROSS NH DHHS*  
2013 - Current

## EXPERIENCE

2011 – Current

### **Program Director, Seabrook Adventure Zone (21<sup>st</sup> Century CCLC)**

Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874

Responsible for the program design, management, implementation, and evaluation of an academic, recreational, and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- **Curriculum Development and Academic Integration** for afterschool programming that reflects and supports the curriculum during the school day, along with integrating into curriculum innovative and project/inquiry based activities and training staff to do this as well.
- **Technology Leadership** with the CAYEN 21<sup>st</sup> CCLC database, the I4SEE education system, as well as Performance Pathways and being individually contracted through the Department of Education to lead trainings with colleagues and professionals about the CAYEN database system and the many functions it provides. Also by providing programming to youth and staff that integrate technology tools, including Map Your World, Mind (Mine) Craft, and a variety of other innovative programs.
- **Positive Relationship Building** by educating staff and youth on the 7 elements that makes up a strong, positive, healthy relationship. Positive Relationship Building is essential and a large emphasis in staff professional development, as well is integrated into programming throughout each session.
- **Sustainability & Revenue Development** with the successful writing of the 21<sup>st</sup> CCLC, Best Buy, Hannaford, CLIF, and Youth Empowerment Grant and creating strong community partnerships that have sustained and expanded the consistently growing program.
- **Community Advisory Board Leadership** during monthly/bi-monthly meetings and maintaining effective collaboration with partners, community organizations, and board members.
- **Internship Supervisor** for High School Extended Learning Opportunities students (ELO's) and College interns from the University of New Hampshire, Northern Essex Community College, and Southern New Hampshire University.
- **Project Adventure Certified (140 Hours)** incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.
- **Evaluation** of staff, interns, and program goals by using the on-line and data base programs of Youth Services, Cayen, I4See, and Performance Pathways, as well as satisfaction surveys for youth, parents, and community leaders and a three tiered evaluation process for staff.
- **Budget** management of a \$300,000 + budget for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
- **Human Resource Management** responsible for hiring, evaluating, and managing all SAZ personnel, volunteers, and community partners.

2009 – Current

### **Youth Program Director, Seacoast Youth Services (non profit)**

867 Lafayette Rd., Seabrook, NH 03874

Responsible for implementation of after school, weekend, evening, and summer programming for at-risk middle and high school aged youth and adolescents in the New Hampshire seacoast area.

- **Outreach** in seacoast area middle schools and high schools including classroom presentations of programs, faculty integration and involvement, and parent and family involvement and awareness.
- **Project Alert Certified** to educate youth and adolescents in alcohol and substance abuse with interactive and integrative lessons.
- **Overnight Adventure Trips** consisting of four two day overnights with 24 adolescents and 3 staff, project adventure team building and leadership activities, high adventure, and structured itinerary.
- **Grant Writing** skills successful in obtaining several major grants, including the \$500,000 21<sup>st</sup> CCLC grant that supports the Seabrook Adventure Zone in both the 2011 and 2016 competitions.

2013 – Current

### **Afterschool Master Professional Workshop Trainer, Faculty, Individual Mentor, and Program Consultant, ACROSS NH DHHS**

Develops, coordinates, and facilitates workshops for all audiences with a focus on Project Adventure, Curriculum Development, Staff Communication, Diversity, and Positive Youth Development content and design throughout the state of New Hampshire.

2014 – Current

**Adjunct Faculty, Manchester Community College**

1066 Front St., Manchester, NH

Adjunct faculty professor responsible for teaching Introduction to School Age Programming and School Age Environment & Curriculum to undergraduate students.

**VOLUNTEER/COMMUNITY SERVICE**

2016-Current	Friends of Seabrook Community Non-Profit Organization
2013-Current	6 Flags Read 2 Succeed Event w/SAZ & SMS
2016 - Current	SMS Nature/Fitness Trail
2016-Current	Veteran's Memorial Park Playground
2009-2016	Servapalooza Volunteer Day

**MEMBERSHIPS/AFFILIATIONS**

Seabrook NH School District School Board Vice Chairman  
Friends of the Seabrook Community (FOSC) Co-Board Chairman (Non 21<sup>st</sup> CCLC Business)  
Association of Experiential Education Member  
National Afterschool Association Executive Member  
National Recreation & Parks Association Member  
NH Notary

**TECHNOLOGY**

Microsoft Office Power point,, Word, Excel, Publisher, Adobe Workshop & Illustrator, Print Shop, IPhoto, IMovie, Movie Maker, SPSS, Black Board, I4SEE, Performance Pathways, CAYEN database system, Google Chrome, ZOOM, Google Docs, Quickbooks, etc.

# Brittney Gentile

brittney@friendsofseabrookcommunity.org

**CAREER OBJECTIVE** Obtain a position working in the field of youth development, afterschool programming, and education.

## EDUCATION

Northern Essex Community College Haverhill, MA  
Associates in Early Childhood Education  
\*Current

## CERTIFICATIONS

CPI Certified  
2018-Current

Youth Mental Health First Aid Certification  
2018-Current

American Red Cross 1<sup>st</sup> Aid/CPR/AED Instructor Certified  
2021 – Current

NH Notary

## EXPERIENCE

2014 – Current

### Site-Coordinator, Seabrook Adventure Zone (21<sup>st</sup> Century CCLC)

Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874

Responsible for program design, management, implementation, and evaluation of an academic and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- **Data Entry** of crucial and confidential information for youth and staff in the Seabrook Adventure Zone, including attendance, survey results, evaluation materials, and demographics.
- **Curriculum Design & Activity Development** for after school and weekend programming for 120 middle school youth throughout the academic year.
- **Evaluation** of program goals by using the on-line and data base programs of Youth Services, I4See, and Performance Pathways.
- **Financial Reporting** of budgeted items including snack, supplies, and personnel salary.
- **Human Resource Management** responsible for evaluating and managing all SAZ personnel, volunteers, and community partners.

2005 – Current

### Group Leader, Seabrook Community Center

311 Lafayette Rd., Seabrook, NH 03874

Responsible for implementation of summer programming for youth Preschool - 8<sup>th</sup> Grade in Seabrook, New Hampshire.

- **Summer Program Director**
- **4-H Certified Leader**
- **American Red Cross 1<sup>st</sup> Aid & CPR w/AED Certified**

## TECHNOLOGY

Power point, Print Shop, Digital Photos, IPhoto, Microsoft Word, Apple Works, Microsoft Excel, Microsoft Office Publisher, Quick Books, Adobe Workshop, CAYEN, Google Docs, Google Sheets, etc.

# KEY PERSONNEL SHEET 2021

**Forrest E Carter Jr: Program Director**

**Annual Salary: \$70,720**

**Annual Salary Paid by Contract: \$70,720**

**Owen Carter-Duffy: SES Site-Coordinator**

**Annual Salary: \$37,240**

**Annual Salary Paid by Contract: \$37,240**

**Brittney Gentile: SMS Site-Coordinator**

**Annual Salary: \$37,240**

**Annual Salary Paid by Contract: \$37,240**