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MLC



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Bureau of Adult Education
21 South Fruit Street, Suite 20
Concord, NH 03301
TEL. (603) 271-6699
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June 8, 2023

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Division of Learner Support, Bureau of Adult Education to enter into a contract with Southern New Hampshire Services, Inc. (VC#177198), Manchester, New Hampshire in an amount not to exceed \$571,311.60 to provide adult education and literacy programs as defined under the Workforce Innovation and Opportunity Act of 2014, effective upon Governor and Council approval from July 1, 2023 through June 30, 2026. **35% Federal Funds, 65% General Funds.**

Funds to support this request are anticipated to be available in the accounts titled Adult Education-Federal and Adult Education-State in FY2024-FY2026 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years within the price limitation through the Budget Office, without further Governor and Council approval, if needed and justified.

Account #s	FY24	FY25	FY26
06-56-56-562010-40370000-072-500575 Grants Federal	\$64,692.82	\$66,633.61	\$68,632.62
06-56-56-562010-40390000-601-500931 State Fund Match	\$120,143.82	\$123,748.14	\$127,460.59
Total	\$184,836.64	\$190,381.75	\$196,093.21

EXPLANATION

Under the Workforce Innovation and Opportunity Act of 2014, a Request for Proposals (RFP) was released on January 13, 2023 on the NH Department of Education’s website and distributed to through the Department’s communication system. All federal and state adult education grants are awarded through a competitive application process that is open to school districts, not-for-profits, and governmental agencies. Twenty-one proposals were received and reviewed using the proposal criteria in the RFP for evaluating the applications contained in the Adult Education and Family Literacy Act – Workforce Innovation and Opportunity Act of 2014 (See Attachment A). Twenty-one grants will be awarded to eight private-not-for-profit organizations, ten

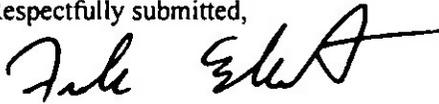
His Excellency, Governor Christopher T. Sununu
And The Honorable Council
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school districts and one governmental agency based on applications received from eligible organizations that met the criteria for funding. Two agencies submitted two separate applications to serve different regions of the state. The school districts will receive the awarded funds through the Grants Management System used by the Department.

Adult education and literacy programs are authorized under Ed 03 and in the Workforce Innovation and Opportunity Act of 2014, Title II, Adult Education and Family Literacy Act and provide educational opportunities below the secondary level for adults who lack a high school diploma or who lack the basic skills to function effectively in the workplace and in their daily lives. This includes foundational skills and English literacy instruction for individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training and/or employment. The purpose of the program is to assist students in earning a high school credential and acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training and/or employment.

The Bureau of Adult Education provides educational services to approximately seven thousand adults each year. Southern New Hampshire Services is the Community Action Partnership serving southern New Hampshire with a variety of programs to assist individuals and families on their path to economic independence. The English for New Americans program in Manchester provide English language acquisition programming for more than 200 new Americans, refugees and immigrants each year.

Respectfully submitted,



Frank Edelblut
Commissioner of Education

Attachment A
Bid Summary Scoring Sheet
Workforce Innovation and Opportunity Act (WIOA)

Name of bidders The following list are applicants who met the minimum standards required under WIOA by providing demonstrated effectiveness:	***Proposed Price
America's Youth Teenage Unemployment Reduction Network (dba My Turn)	\$849,055.84
Ascentria Community Services, Inc.	\$811,907.88
Derry SAU 10	\$216,166.73
Dover SAU 11	\$915,356.30
Exeter SAU 16	\$546,171.38
Governor Wentworth SAU 49	\$339,771.55
Holy Cross Family Learning Center	\$289,951.15
International Institute of New England	\$2,369,132.81
Keene SAU 29	\$448,607.86
Laconia SAU 30	\$287,419.44
Lebanon SAU 88	\$461,456.51
Littleton SAU 84	\$350,735.87
Nashua Adult Learning Center	\$1,778,984.87
NH Dept of Corrections	\$214,213.34
North Country Education Services	\$359,961.65
Plymouth SAU 48	\$148,436.15
Salem SAU 57	\$215,927.53
Second Start (Statewide Online)	\$309,090.91
Second Start (AEL)	\$811,900.00
Southern NH Services (English for New Americans) Manchester	\$658,703.04
Southern NH Services (Portsmouth)	\$540,777.23

***Proposed price may be considerably different from final negotiated price.

Reviewers	Title
Jeff B	Bureau Administrator for the NH Department of Education (NHED)
Manuela B	Training coordinator for NHED Vocational Rehabilitation
Heather C	MTSS-B Consultant with the NHED
Jennifer C	Admin Asst/Data Entry Pinkerton Academy's Choices in Education program
Karen D	Local office manager for NH Employment Security- WIOA partner
Emily F	Program Specialist IV for the Bureau of Educational Support, NHED
Eric F	Director of the Wilbur H. Palmer Career and Technical Education Center
William G	Program Specialist IV and Contract Manager for NHED Vocational Rehabilitation
Michelle L	Program Director for the Northumberland Adult Diploma Program
Janelle L	Administrator, Bureau of Special Education
Diane L	Education Consultant, Bureau of Career Development, NHED
Stacy M	Office of the Deputy Commissioner at the NHED
JoAnn M	Education Consultant in the Bureau of Special Education at the NHED
Kathleen M	English Language Arts Ed Consultant in the Bureau of Instruction at the NHED
Rebecca M	Administrative Assistant for the Londonderry Adult Diploma program
Linda M	Retired adult education program director
Yvette P	Education Consultant, Bureau of Special Education
Kelly T	Director of school counseling at Newfound Regional School District
Amy W	Dean of Alternative Programming for Bedford High School

All average scores above 500 were considered acceptable. All twenty-one proposals received will be awarded grants.

The RFP specified that the Bureau's preference is to fund one comprehensive center in each of the twelve regions of the state. The notable exception is Manchester due to the high volume of potential participants.

School department applications are administered through the Grants Management System.

Each contract will be presented to the Governor and Executive Council separately as they are completed.

Name of bidders - Average scores listed highest to lowest.	Average Score
Dover SAU 11 (Somersworth)	904.0
International Institute of New England (IINE) (Manchester)	820.6
Second Start (Statewide Online)	802.7
Derry SAU 10 (Salem)	768.0
Second Start AEL (Concord)	753.1
Ascentria Community Services, Inc. (Concord)	753.0
Nashua Adult Learning Center (Nashua)	751.0
Lebanon SAU 88 (Claremont)	733.3
Littleton SAU 84 (Littleton)	727.0
Governor Wentworth SAU 49 (Conway)	716.0
Exeter SAU 16 (Portsmouth)	698.3
Southern NH Services AEL (Portsmouth)	694.7
America's Youth Teenage Unemployment Reduction Network (dba My Turn) Manchester	661.7
Laconia SAU 30 (Laconia)	652.7
Southern NH Services - English for New Americans (ENA) (Manchester)	653.0
Keene SAU 29 (Keene)	634.3
NH Dept of Corrections (Corrections)	624.0
Plymouth SAU 48 (Laconia)	617.4
Holy Cross Family Learning Center (Manchester)	601.3
Salem SAU 57 (Salem)	575.0
North Country Education Services (Berlin)	568.0

Proposal Criteria in the RFP	Weight of Criteria
Organizational Capacity	100
Responsiveness to Regional Need	100
Serving the Most in Need	100
Service Delivery Format and Schedules	100
Proposed Curricula and Contextualized Instruction	75
State Workforce Board Alignment	75
Intensity, Quality and Best Practices of Program	100
Integration of Technology Services and Digital Systems	75
Meeting Program Outcomes	100
Reporting	75
Implementation Timeline	25
Budget	75
TOTAL	1000

Review Process

Scoring reviews were completed on April 13, 2023. The proposal review panel recommended all proposals for funding.

There were three steps in the review process.

1. A committee of three individuals reviewed three of the twenty-one proposals received. Reviewers used a prepared rubric to establish demonstrated effectiveness to determine the eligibility of the applicant in accordance with WIOA requirements and then to evaluate compliance with the requirements of the RFP and verify the qualifications of the vendors.

2. State Workforce Board Review

In accordance with WIOA, all applications were reviewed and accepted by the State Workforce Investment Board as will be indicated in the minutes of the July, 2023 meeting.

3. Geographic Distribution

The RFP specified that there be at least one comprehensive adult education program in each region. A complete list of regions served is available below.

Berlin	1	Littleton	1
Claremont	1	Manchester	4
Concord	2	Nashua	1
Conway	1	Portsmouth	2
Corrections	1	Salem	2
Keene	1	Somersworth	1
Laconia	2	Statewide	1
		Online	

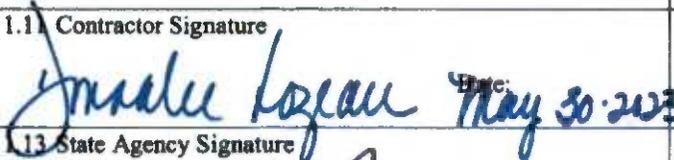
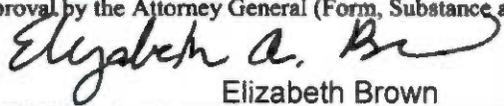
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education, Bureau of Adult Education		1.2 State Agency Address 21 South Fruit Street, Suite 20 Concord, NH 03301	
1.3 Contractor Name Southern New Hampshire Services, Inc. English for New Americans		1.4 Contractor Address 40 Pine Street Manchester, NH 03108	
1.5 Contractor Phone Number 603-668-8010	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date 6/30/2026	1.8 Price Limitation \$571,311.60
1.9 Contracting Officer for State Agency Sarah Wheeler		1.10 State Agency Telephone Number 603-271-6701	
1.11 Contractor Signature  Date: May 30, 2023		1.12 Name and Title of Contractor Signatory Donnalee Lozeau Executive Director	
1.13 State Agency Signature  Date: 06/08/2023		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  Elizabeth Brown On: 06/08/2023			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

2. 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 B 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("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.

3.3 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. 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 by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C which is incorporated herein by reference.

5.2 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

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 applicable 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 employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, 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.

10.2 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.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

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.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

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

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any 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. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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 unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. 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.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. 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.

26. 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 with respect to the subject matter hereof.

Contractor Initials *DL*
Date 5/22/23

EXHIBIT A

SPECIAL PROVISIONS

1. The Contractor must comply with the following provisions:

- Exhibit D: Contractor Obligations
- Exhibit E: Federal Debarment and Suspension
- Exhibit F: Anti-Lobbying
- Exhibit G: Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality
- Exhibit H: Compliance with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular if applicable: Office of Management and Budget (OBM) Circular A-110 "Uniform Administrative Non-Profit Organizations"
- Exhibit I: Attestation for the US Department of Education General Education Provisions Act (GEPA)
- Exhibit J: Buy American Statement in accordance with Section 502 of the Workforce Innovation and Opportunity Act of 2014

2. The Contractor must sign annual General Assurances from the NH Department of Education, Bureau of Federal Compliance and the Program Assurances included in Exhibit B: Scope of Services.

3. 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 B

SCOPE OF SERVICES

The vision for Adult Education and Literacy Services in New Hampshire is a regional system of providers providing comprehensive services below the secondary level including adult basic education, high school equivalency preparation and English as a second language in order to prepare adults to transition successfully into postsecondary education, training and/or employment.

Southern New Hampshire Services, English for New Americans in Manchester, NH will provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruit, and serve individuals without a high school diploma and English language learners.
- The Contractor is responsible for using NH Employment Security data and the NH Works Combined State Plan to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation in the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.
- The Contractor is responsible for coordinating services between other adult education centers and community organizations to ensure the non-duplication of services; the capacity to serve the local need; the seamless transition of participants between educational levels; and the transition of participants into postsecondary education, training and/or employment.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult education including individuals with low levels of literacy skills and English language learners, including those who may be above the Advanced ESL level, but still eligible for adult basic or secondary education activities.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must promote concurrent enrollment in programs and activities under WIOA Title I, Title III and Title IV.
- The Contractor will provide staff, or access to services provided by another adult education center through a formal agreement, for the following duties:
 - Program Director – general administration, budgeting, serve as the WIOA representative, liaison with local employers and other adult education centers.
 - Counselor – assist participants with barriers to attendance, liaison with community organizations, provide career counseling and transition planning services.

- Intake & Assessment Specialist – assist participants with the intake process, administer assessments in accordance with the publisher requirements, report assessment results.
- Data Entry Specialist – enter all intake, enrollment, assessment data, check for validity and accuracy, produce ad hoc reports, and required quarterly/annual reports, serve as a local expert for the data system.
- Coordinator of Volunteers – recruit and train volunteers, match volunteer tutors with participants unable to attend classes, orient and monitor participants including the development of an individual learning plan, provide instructional materials for participants/tutors, coordinate with local communities to provide space for tutoring outside of the center, coordinate volunteers in the classroom.
- Distance Learning Coordinator – assign and monitor participant who are unable to attend classes, assist instructors and tutors with distance learning, produce reports as needed, enter attendance data, provide training on contracted software to local staff and participants.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program including year-round programming which may include short breaks between sessions. A minimum of 100 hours of instruction per year is recommended in order for participants to make sufficient progress.
- The Contractor must provide in-person instructional delivery that may also include hybrid or hyflex options.
- Open enrollment or managed enrollment and flexible scheduling are highly encouraged.
- The Contractor must be able to provide outreach/satellite services, or arrange access to, tutorial services for individuals in the region who are unable to attend regularly scheduled classes. Tutorial services should be provided through appropriately trained volunteers.
- The Contractor must have a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a standards-based curriculum that is aligned with the College & Career Readiness Standards for Adult Education and/or the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes the use of occupationally relevant materials.
- It is preferred that the Contractor incorporate OCTAE-endorsed instructional initiatives including curriculum review, EL institute, Teaching the Skills that Matter, Student Achievement in Reading, Teaching Excellence in Adult Literacy, the Employability Skill Framework, Power in Numbers, ESL Pro and other initiatives that may be released during the period of performance.
- The Contractor, its officers, employees, agents, or members, may assume full political, religious, and citizenship responsibilities, but shall refrain from exploiting the instructional responsibility of his/her professional position. Material presented to students shall be relevant to the course and appropriate to the maturity and achievement level of the students. The Contractor, its officers, employees, agents, or members will at all times strive to promote tolerance for the views and opinions of others and for the right of individuals to form and hold differing views and opinions. The Contractor, its officers, employees, agents, or members, will encourage the student to study varying points of view and respect his/her right to form his/her own judgment.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the NH Works Combine State Workforce Plan and contribute to the strategies outlined in the Plan including the use of data to inform program decisions and improve program performance.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and through attending professional development activities.
- The Contractor is required to coordinate with other local NH Works partners including participation or representation in partner meetings; establishing referral procedures; ensuring direct access to adult education services; and contributing to the development of career pathways.
- The Contractor must provide instruction delivered by well-trained instructors which may include evaluation through the OCTAE Teacher Effectiveness model and the Adult Education Teacher Competencies.

Intensity, Quality and Best Practices

- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard to enable participants to achieve substantial learning gains. The Bureau of Adult Education has established a full-time equivalent (FTE) as 60 hours of instruction per year.
- The Contractor must use instructional practices that include the essential components of reading at all levels.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must effectively use technology, services, and delivery systems, including distance education, in a manner sufficient to increase the amount and quality of learning.
- The Contractor must incorporate digital literacy instruction including digital resilience and digital citizenship for all students at all levels.
- The Contractor must include distance learning options, including technology-enhanced curricula, as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used. This includes the use of the state-wide Canvas instance by instructors and participants.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must post-test a minimum of 48% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants for whom data matching is unavailable as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.

- The Contractor must set program target rates and assess progress toward those targets on a quarterly basis in order to assist the State with meeting the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

State Negotiated Targets

The State negotiated target performance with OCTAE every two years. Targets are based on the statistical adjustment model and are expected to reflect continuous improvement by increase each year.

Primary Indicators of Performance	2023 – 2024	2024-2025	2025-2026
Employment in the Second Quarter after Exit	23.00%	TBA	TBA
Employment in the Fourth Quarter after Exit	21.00%	TBA	TBA
Median Earnings in the Second Quarter after Exit	\$6,500.00	TBA	TBA
Credential Attainment Rate	16.00%	TBA	TBA
Measurable Skill Gains			
For Adult Basic Education	29.5%	TBA	TBA
For English as a Second Language	30.0%	TBA	TBA

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting in accordance with the NH Data and Assessment Policy.
- A designated representative from the Contractor must be trained to use the data system. All data must be entered on a bi-weekly basis.
- The Contractor must analyze its program data on a quarterly basis and submit a quarterly report to the State, as well as provide an annual self-assessment summary to inform program decisions and set goals for improvement.
- The Contractor must request social security numbers, in accordance with 5 U.S.C. § 552a, for all participants over the age of 18. The Contractor will aid students, who do not possess a social security number, in applying for a social security number. Students who fail to provide a social security number will be indicated in the data system in order to assist with National Reporting System (NRS) for Adult Education requirements such as student outcome follow and data matching purposes for federal Workforce Innovation and Opportunity Act employment measures.

Event of Default

- Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"): failure to perform the Services satisfactorily or on schedule (to include failure to provide; failure to submit any report required hereunder; and/or failure to perform any other covenant, term, or condition of this Agreement. Upon the occurrence of any Event of Default, the new Hampshire Department of Education may take any one, or more, or all, of the following actions: 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; 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; 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 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

EXHIBIT C

METHOD OF PAYMENT

Budget

	FY24	FY25	FY26	Total
Salaries	\$110,893.05	\$114,219.84	\$117,646.44	\$342,759.33
Benefits	\$41,046.69	\$42,278.10	\$43,546.45	\$126,871.24
Purchased Property Services	\$6,600.00	\$6,798.00	\$7,001.94	\$20,399.94
Other Purchased Property Service	\$5,321.72	\$5,481.37	\$5,645.81	\$16,448.90
Supplies	\$5,248.00	\$5,405.44	\$5,567.60	\$16,221.04
Indirect Costs	\$15,727.18	\$16,199.00	\$16,684.97	\$48,611.15
Total	\$184,836.64	\$190,381.75	\$196,093.21	\$571,311.60

Limitation on Price:

1. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services and state funds received, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
2. The NHED reserves the right to increase and/or decrease contract funds subject to continued availability of Federal Funds, satisfactory performance of services, and approval by the Governor and Executive Council.
3. The Contractor must have written authorization from the NHED prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.
4. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the NHED and/or the State of New Hampshire.
5. The Contractor is solely responsible for paying to the NHED any disallowed costs associated with the misappropriation of Federal Funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with Federal Funds, regardless of the funding source.
6. Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

[Signature]
5/22/23

Funding Source:

Funds are anticipated to be available in the accounts titled Adult Education-Federal and Adult Education-State in FY24 – FY26 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between fiscal years within the price limitation through the Budget Office, without further Governor and Council approval, if needed and justified.

	FY24	FY25	FY26
06-56-56-562010-40370000-072-500575 Grants Federal	\$64,692.82	\$66,633.61	\$68,632.62
06-56-56-562010-40390000-601-500931 State Fund Match	\$120,143.82	\$123,748.14	\$127,460.59

Method of Payment:

Payment will be made upon the submittal of monthly invoices that are received by the 10th day of the following month submitted through the NHED Grants Management System. The final invoice is due within 45 days of the end of the program year.

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

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 NHED. The certification or explanation shall be considered in connection with the NHED's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the NHED 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

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.qsa.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 NHED 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

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 NHED.

Any discovery or invention that arises during the course of the contract shall be reported to the NHED. 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 NHED 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 NHED and its partners, must remain the exclusive property of the NHED.

Confidential information means all data and information related to the business and operation of the NHED, 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 NHED, financial information, partner information (including the identity of NHED partners), Contractor and supplier information, (including the identity of NHED 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 NHED 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 NHED or subcontracted with the Contractor.

Ownership of Intellectual Property

The NHED shall retain ownership of all source data and other intellectual property of the NHED provided to the Contractor in order to complete the services of this agreement. As well the NHED 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 NHED.

Revised 6-25-21

EXHIBIT H

STATEMENT OF COMPLIANCE WITH THE PROVISIONS OF THE US CODE OF FEDERAL REGULATIONS 34 CFR 364 and the FOLLOWING US CIRCULAR AS APPLICABLE

STATEMENT of ACCEPTANCE of Special Provisions

The organization will comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular, if applicable: Office of Management and Budget (OMB) Circular A-110 "Uniform Administrative Non-Profit Organizations."

~~Superintendent of Schools or~~
Chief Officer of Agency:

Jonalee Pagan
Signature

Local Director of Project:

Matt Bell
Signature

Date Signed:

March 23, 2023

EXHIBIT I

**GENERAL EDUCATION PROVISIONS ACT (GEPA) Sec. 427 Attestation –
WORKFORCE INVESTMENT ACT, TITLE II – ADULT EDUCATION AND FAMILY LITERACY**

This attestation outlines the steps that Southern New Hampshire Services – English for New Americans will ensure be taken should the Adult Education application be funded.

The purpose of this requirement is to assist the United States Department of Education in implementing its mission to ensure equal access to education and to promote educational excellence.

If funded, the following steps will be taken to ensure equitable access to and equitable participation in the project or activity to be conducted with federal adult education assistance by addressing the access needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability and age.

The Act highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, determine whether these or other barriers may prevent students, teachers, etc., from such access or participation in the federally-funded project or activity. Please describe the steps to be taken to comply with the GEPA requirements.

To ensure equitable access and participation in Southern New Hampshire Services (SNHS)– English for New Americans (ENA) program will take the following steps.

1. **Assess Barriers:** ENA will conduct comprehensive assessment to identify any barriers that may impede equitable access and participation in the program. This will include an evaluation of potential barriers based on gender, race, national origin, color, disability, and age. We will also consider any other local circumstances that may affect access and participation.
2. **Developing Strategies:** Based on the assessment results, we will develop specific strategies and action plans to address the identified barriers. These strategies may include targeted outreach and recruitment efforts, reasonable accommodations, and modifications to instructional materials or methodologies.
3. **Outreach and Recruitment:** We will implement outreach activities to reach diverse populations and encourage their participation in the program. This may involve collaborating with community organizations, cultural centers, and other stakeholders to ensure that information about the program is widely disseminated and accessible to individuals from all backgrounds.
4. **Training and Professional Development:** We will offer training and professional development opportunities for staff and instructors to enhance their cultural competence, awareness of diversity, and understanding of how to effectively address barriers to equitable access and participation. This will promote a welcoming and inclusive learning environment for all participants.
5. **Continuous Evaluation:** We will regularly evaluate the effectiveness of the strategies implemented to address barriers and promote equitable access and participation. This evaluation will help identify areas for improvement and ensure ongoing compliance with the requirements of the General Education Provisions Act (GEPA).

By implementing these steps, Southern New Hampshire Services – English for New Americans program aims to create an inclusive and accessible learning environment that promotes equal education opportunities and ensures all individuals can fully participate.

Project Director: (Name and Title) Matt Russell - Director of Workforce Development

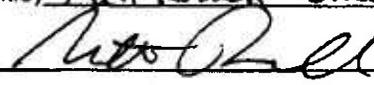
Signature of Project Director:  Date: 6/22/23

EXHIBIT J

BUY AMERICAN ACT STATEMENT

PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS.— In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available under title I or II or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), it is the sense of Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

This statement is provided in accordance with Section 502 of the Workforce Innovation and Opportunities Act of 2014.

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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. 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: 65506

Certificate Number: 0004913065



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 12th day of May A.D. 2020.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Orville Kerr, hereby certify that:
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Southern New Hampshire Services
(Corporation/LLC Name)

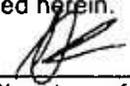
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on October 25, 2022, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Donnalee Lozeau (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Southern New Hampshire Services to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority was **valid thirty (30) days prior to and remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/22/23



Signature of Elected Officer
Name: Orville Kerr
Title: SNHS Board Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/07/2023

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).

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Dianne Soto PHONE (A/C, No, Ext): (803) 689-3218 FAX (A/C, No): (803) 645-4331 E-MAIL ADDRESS: manch.certs@crossagency.com	
INSURED Southern NH Services Inc. P.O. Box 5040 Manchester NH 03108		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058 INSURER B: Midwest Employers Casualty Corp 23612 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 23-24 All lines SNHS **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	ADDITIONAL INSURED	INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			[REDACTED]	04/01/2023	04/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			[REDACTED]	04/01/2023	04/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			[REDACTED]	04/01/2023	04/01/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	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	[REDACTED]	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			[REDACTED]	04/01/2023	04/01/2024	Limit \$1,000,000 Aggregate \$ 2,000,000

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

Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER

NH Department of Education
25 Hall St.

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
Jale P. Soto

XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXX

XXXXXXXXXXXX

XXXXXXXXXX

Mission Statement

The Mission of Southern New Hampshire Services is to provide activities designed to assist low-income participants, including the elderly poor, to secure and retain meaningful employment, attain an adequate education, and make better use of available income; to ameliorate the causes of poverty within the community; to meet urgent and immediate individual and family needs, including health, nutrition, housing and employment-related assistance; and to address the problems and barriers which block the achievement of self-sufficiency.



Southern New Hampshire Services, Inc.

Board of Directors

May 2023

Senator Lou D'Allesandro, Chairman

Dr. Kevin Moriarty, Vice Chairman

Thomas Mullins, Esq., Treasurer

Orville Kerr, Secretary

Representative Sherm Packard

Commissioner Toni Pappas

James Brown

Molli Driver

Carrie Marshall Gross

Anna Hamel

Bonnie Henault

Wanda Kennerson

Kathleen Mackin

German Ortiz

Peter Ramsey

Financial Statements

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
AND AFFILIATES

**COMBINED FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JULY 31, 2022**

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES

**COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JULY 31, 2022**

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INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of
Southern New Hampshire Services, Inc. and Affiliates

Management is responsible for the accompanying combined financial statements of Southern New Hampshire Services, Inc. and Affiliates, which comprise the combined statement of financial position as of July 31, 2022, and the related combined statements of activities and functional expenses and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the combined financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these combined financial statements.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the combined financial statements, they might influence the user's conclusions about the companies' financial position, results of operations / changes in net assets, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in Schedules A, B and C is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

*Leone McDonnell & Roberts
Professional Association*

Dover, New Hampshire
February 2, 2023

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES

COMBINED STATEMENT OF FINANCIAL POSITION

JULY 31, 2022

ASSETS

CURRENT ASSETS

Cash	\$	12,796,926
Investments		9,696,836
Contracts receivable		4,458,963
Accounts receivable		6,228
Prepaid expenses		309,219
Total current assets		<u>27,268,172</u>

PROPERTY

Land		9,292,319
Buildings and improvements		83,880,879
Vehicles and equipment		<u>2,425,402</u>
Total property		95,598,600
Less accumulated depreciation		<u>40,709,885</u>
Property, net		<u>54,888,715</u>

OTHER ASSETS

Restricted cash		5,986,808
Miscellaneous other assets		<u>1,708</u>
Total other assets		<u>5,988,516</u>

TOTAL ASSETS

\$ 88,145,403

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Current portion of long-term debt	\$	184,795
Accounts payable		1,206,563
Accrued payroll and payroll taxes		1,678,480
Accrued compensated absences		407,125
Accrued other liabilities		767,029
Refundable advances		4,393,188
Over applied overhead		159,745
Tenant security deposits		<u>400,961</u>
Total current liabilities		<u>9,197,886</u>

NONCURRENT LIABILITIES

Long term debt, less current portion		5,122,480
Capital advances		<u>66,428,341</u>
Total noncurrent liabilities		<u>71,550,821</u>
Total liabilities		80,748,707

NET ASSETS

Net assets without donor restrictions		<u>7,396,696</u>
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TOTAL LIABILITIES AND NET ASSETS

\$ 88,145,403

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES

**COMBINED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

REVENUES AND OTHER SUPPORT

Grant and contract revenue	\$ 131,572,939
Program service fees	256,296
Local funding	162,140
Rental income	9,150,150
Gifts and contributions	375,231
Interest and dividend income	405,225
Unrealized loss on investments	(1,101,886)
Debt Forgiveness	900,000
Loss on sale of equipment	(27,975)
In-kind	992,197
Miscellaneous revenue	<u>286,190</u>
 Total revenues and other support	 <u>142,970,507</u>

EXPENSES

Program services	
SNHS, Inc.	130,202,087
SNHS Management Corporation	2,458,985
Housing Corporations	<u>8,721,887</u>
 Total program services	 141,382,959
 Supporting activities	
Management and general	<u>1,977,716</u>
 Total expenses	 <u>143,360,675</u>

CHANGE IN NET ASSETS	(390,168)
NET ASSETS, BEGINNING OF YEAR	<u>7,786,864</u>
NET ASSETS, END OF YEAR	<u>\$ 7,396,696</u>

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES

**COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2022**

	<u>SNHS, Inc.</u>	<u>SNHS Management Corporation</u>	<u>Housing Corporations</u>	<u>Total Program Services</u>	<u>Management and General</u>	<u>Total Expenses</u>
EXPENSES						
Payroll	\$ 12,012,193	\$ 680,957	\$ 1,427,683	\$ 14,120,833	\$ 1,258,823	\$ 15,379,656
Payroll taxes	904,370	51,276	115,348	1,070,994	91,302	1,162,296
Fringe benefits	3,106,244	124,330	385,289	3,615,863	172,052	3,787,915
Worker's compensation insurance	155,486	12,763	53,637	221,886	4,964	226,850
Retirement benefits	823,400	51,873	83,056	958,329	123,402	1,081,731
Consultant and contractual	5,092,194	154,643	1,111,492	6,358,329	181,115	6,539,444
Travel and transportation	186,330	43,639	34,261	264,230	6,137	270,367
Conferences and meetings	19,746	36,679	-	56,425	2,278	58,701
Occupancy	1,624,879	653,118	2,249,235	4,527,232	44,863	4,572,095
Advertising	16,995	1,641	2,484	21,120	338	21,458
Supplies	774,790	22,434	38,082	835,306	44,635	879,941
Equipment rentals and maintenance	83,655	10,928	1,198,289	1,292,872	1,052	1,293,924
Insurance	108,245	46,929	206,249	361,423	16,931	378,354
Telephone	280,674	24,285	54,634	359,593	14,673	374,266
Postage	62,955	766	7,516	71,237	11,966	83,203
Printing and publications	23,252	1,477	-	24,729	-	24,729
Subscriptions	1,604	665	30,322	32,591	1,029	33,620
Program support	150,756	73,105	4,456	228,317	-	228,317
Interest	7,811	47,746	121,752	177,309	-	177,309
Depreciation and amortization	271,530	395,803	1,938,890	2,606,223	4,114	2,610,337
Assistance to clients	103,433,099	24,779	-	103,457,878	-	103,457,878
Other expense	372,184	7,175	313,219	692,578	1,539	694,117
Miscellaneous	64,668	66,702	20,545	151,915	209	152,124
In-kind	992,197	-	-	992,197	-	992,197
Subtotal	\$ 130,569,257	\$ 2,533,713	\$ 9,396,439	\$ 142,499,409	\$ 1,981,420	\$ 144,480,829
Eliminations	(367,170)	(74,728)	(674,552)	(1,116,450)	(3,704)	(1,120,154)
Total expenses	\$ 130,202,087	\$ 2,458,985	\$ 8,721,887	\$ 141,382,959	\$ 1,977,716	\$ 143,360,675

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES

**COMBINED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JULY 31, 2022**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$ (390,168)
Adjustments to reconcile changes in net assets to net cash from operating activities:	
Depreciation and amortization	2,610,337
Loss on sale of equipment	27,975
Unrealized loss on investments	1,101,888
Debt forgiveness	(900,000)
Loss on construction	70,044
Decrease (increase) in assets:	
Contracts receivable	(1,000,014)
Accounts receivable	30,043
Prepaid expenses	(16,015)
Increase (decrease) in liabilities:	
Accounts payable	389,561
Accrued payroll and payroll taxes	460,105
Accrued compensated absences	(58,870)
Accrued other liabilities	26,448
Refundable advances	2,967,173
Over applied overhead	(19,931)
Tenant security deposits	10,928

NET CASH PROVIDED BY OPERATING ACTIVITIES

5,309,502

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of property	(1,103,536)
Proceeds from sale of property	45,428
Purchase of investments	(402,006)

NET CASH USED IN INVESTING ACTIVITIES

(1,460,114)

CASH FLOWS FROM FINANCING ACTIVITIES

Payments on long-term debt	(460,603)
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NET CASH USED IN FINANCING ACTIVITIES

(460,603)

NET INCREASE IN CASH AND RESTRICTED CASH

3,388,785

CASH AND RESTRICTED CASH, BEGINNING OF YEAR

15,394,949

CASH AND RESTRICTED CASH, END OF YEAR

\$ 18,783,734

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash paid during the year for interest	<u>\$ 121,752</u>
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CASH AND RESTRICTED CASH

Cash	\$ 12,796,926
Restricted cash	<u>5,986,808</u>

Total cash and restricted cash

\$ 18,783,734

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022**

	<u>SNHS, Inc.</u>	<u>SNHS Management Corporation</u>	<u>Elimination</u>	<u>SNHS Sub-Total</u>
ASSETS				
CURRENT ASSETS				
Cash	\$ 936,692	\$ 10,504,931	\$ -	\$ 11,441,623
Investments	-	9,696,836	-	9,696,836
Grants receivable	4,456,511	2,452	-	4,458,963
Accounts receivable	-	-	-	-
Prepaid expenses	71,614	57,596	-	129,210
Due from other corporations	6,883,413	(3,514,161)	(2,395,856)	973,396
Total current assets	<u>12,348,230</u>	<u>16,747,654</u>	<u>(2,395,856)</u>	<u>26,700,028</u>
PROPERTY				
Land	646,805	2,928,275	-	3,575,080
Buildings and improvements	2,535,854	11,400,371	-	13,936,225
Vehicles and equipment	1,275,872	194,745	-	1,470,617
Total property	<u>4,458,531</u>	<u>14,523,391</u>	<u>-</u>	<u>18,981,922</u>
Less accumulated depreciation	<u>1,834,900</u>	<u>4,885,157</u>	<u>-</u>	<u>6,720,057</u>
Property, net	<u>2,623,631</u>	<u>9,638,234</u>	<u>-</u>	<u>12,261,865</u>
OTHER ASSETS				
Restricted cash	30,521	481,445	-	511,966
Miscellaneous other assets	-	-	-	-
Total other assets	<u>30,521</u>	<u>481,445</u>	<u>-</u>	<u>511,966</u>
TOTAL ASSETS	<u>\$ 15,002,382</u>	<u>\$ 26,867,333</u>	<u>\$ (2,395,856)</u>	<u>\$ 39,473,859</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ 19,185	\$ 64,471	\$ -	\$ 83,656
Accounts payable	769,090	245,427	-	1,014,517
Accrued payroll and payroll taxes	258,248	1,387,920	-	1,646,168
Accrued compensated absences	-	407,125	-	407,125
Accrued other liabilities	62,349	-	-	62,349
Refundable advances	4,378,507	12,133	-	4,390,640
Over applied overhead	159,745	-	-	159,745
Tenant security deposits	30,486	65,271	-	95,757
Due to other corporations	2,455,141	(59,285)	(2,395,856)	-
Total current liabilities	<u>8,132,751</u>	<u>2,123,062</u>	<u>(2,395,856)</u>	<u>7,859,957</u>
NONCURRENT LIABILITIES				
Long term debt, less current portion	163,204	1,742,589	-	1,905,793
Capital advances	-	-	-	-
Total noncurrent liabilities	<u>163,204</u>	<u>1,742,589</u>	<u>-</u>	<u>1,905,793</u>
Total liabilities	<u>8,295,955</u>	<u>3,865,651</u>	<u>(2,395,856)</u>	<u>9,765,750</u>
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	<u>6,706,427</u>	<u>23,001,682</u>	<u>-</u>	<u>29,708,109</u>
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	<u>\$ 15,002,382</u>	<u>\$ 26,867,333</u>	<u>\$ (2,395,856)</u>	<u>\$ 39,473,859</u>

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022**

	Rural Housing for the Elderly II <u>Landing II</u>	Rural Housing for the <u>Elderly</u>	SNHS Elderly <u>Housing</u>	Sundial Elderly <u>Housing</u>
<u>ASSETS</u>				
CURRENT ASSETS				
Cash	\$ 81,121	\$ 238,540	\$ 39,362	\$ 67,667
Investments	-	-	-	-
Grants receivable	-	-	-	-
Accounts receivable	-	4,147	666	1,415
Prepaid expenses	12,839	13,506	7,166	17,316
Due from other corporations	-	-	-	-
Total current assets	<u>93,960</u>	<u>256,193</u>	<u>47,194</u>	<u>86,398</u>
PROPERTY				
Land	16,498	269,667	112,896	342,450
Buildings and Improvements	3,335,396	4,314,511	1,194,742	4,094,748
Vehicles and equipment	<u>23,031</u>	<u>275,368</u>	<u>24,588</u>	<u>58,344</u>
Total property	3,374,925	4,859,546	1,332,226	4,495,542
Less accumulated depreciation	<u>1,789,268</u>	<u>3,414,870</u>	<u>890,963</u>	<u>2,638,810</u>
Property, net	<u>1,585,657</u>	<u>1,444,676</u>	<u>441,263</u>	<u>1,856,732</u>
OTHER ASSETS				
Restricted cash	154,371	1,291,450	353,997	326,308
Miscellaneous other assets	-	-	-	-
Total other assets	<u>154,371</u>	<u>1,291,450</u>	<u>353,997</u>	<u>326,308</u>
TOTAL ASSETS	<u>\$ 1,833,988</u>	<u>\$ 2,992,319</u>	<u>\$ 842,454</u>	<u>\$ 2,269,438</u>
<u>LIABILITIES AND NET ASSETS</u>				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ -	\$ 74,005	\$ 27,134	\$ -
Accounts payable	9,873	17,954	7,723	10,490
Accrued payroll and payroll taxes	911	3,297	476	2,157
Accrued compensated absences	-	-	-	-
Accrued other liabilities	3,525	348,142	11,704	6,755
Refundable advances	-	2,507	-	41
Over applied overhead	-	-	-	-
Tenant security deposits	18,577	21,985	5,818	31,679
Due to other corporations	<u>56,660</u>	<u>33,520</u>	<u>15,855</u>	<u>46,192</u>
Total current liabilities	<u>89,546</u>	<u>501,410</u>	<u>68,710</u>	<u>97,314</u>
NONCURRENT LIABILITIES				
Long term debt, less current portion	-	1,768,044	998,643	-
Capital advances	<u>3,167,200</u>	-	-	<u>4,081,600</u>
Total noncurrent liabilities	<u>3,167,200</u>	<u>1,768,044</u>	<u>998,643</u>	<u>4,081,600</u>
Total liabilities	3,256,746	2,269,454	1,067,353	4,178,914
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	<u>(1,422,758)</u>	<u>722,865</u>	<u>(224,899)</u>	<u>(1,909,476)</u>
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	<u>\$ 1,833,988</u>	<u>\$ 2,992,319</u>	<u>\$ 842,454</u>	<u>\$ 2,269,438</u>

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022**

	SNHS Northwood Elderly Housing	SNHS Elderly Housing, VII	SNHS Elderly Housing, VII	SNHS Elderly Housing, VIIA
ASSETS				
CURRENT ASSETS				
Cash	\$ 35,554	\$ 65,499	\$ 46,416	\$ 56,084
Investments	-	-	-	-
Grants receivable	-	-	-	-
Accounts receivable	-	-	-	-
Prepaid expenses	8,540	6,474	3,291	2,304
Due from other corporations	-	-	-	-
Total current assets	<u>44,094</u>	<u>71,973</u>	<u>49,707</u>	<u>58,388</u>
PROPERTY				
Land	145,491	662,211	570,320	373,643
Buildings and improvements	3,476,506	4,457,221	2,648,121	2,165,510
Vehicles and equipment	27,734	31,908	23,324	41,562
Total property	<u>3,649,731</u>	<u>5,151,340</u>	<u>3,241,765</u>	<u>2,580,715</u>
Less accumulated depreciation	<u>1,472,613</u>	<u>1,503,511</u>	<u>871,236</u>	<u>611,704</u>
Property, net	<u>2,177,118</u>	<u>3,647,829</u>	<u>2,370,529</u>	<u>1,969,011</u>
OTHER ASSETS				
Restricted cash	141,248	197,236	189,782	91,934
Miscellaneous other assets	-	1,000	708	-
Total other assets	<u>141,248</u>	<u>198,236</u>	<u>190,490</u>	<u>91,934</u>
TOTAL ASSETS	<u>\$ 2,362,460</u>	<u>\$ 3,918,038</u>	<u>\$ 2,610,726</u>	<u>\$ 2,119,333</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ -	\$ -	\$ -	\$ -
Accounts payable	4,581	5,497	3,475	2,868
Accrued payroll and payroll taxes	1,677	1,301	768	582
Accrued compensated absences	-	-	-	-
Accrued other liabilities	10,038	26,531	74,456	7,426
Refundable advances	-	-	-	-
Over applied overhead	-	-	-	-
Tenant security deposits	14,045	12,999	7,642	6,235
Due to other corporations	<u>61,766</u>	<u>20,420</u>	<u>15,037</u>	<u>13,089</u>
Total current liabilities	<u>92,107</u>	<u>66,748</u>	<u>101,378</u>	<u>30,180</u>
NONCURRENT LIABILITIES				
Long term debt, less current portion	-	-	-	-
Capital advances	<u>3,555,700</u>	<u>5,143,400</u>	<u>3,151,000</u>	<u>2,596,400</u>
Total noncurrent liabilities	<u>3,555,700</u>	<u>5,143,400</u>	<u>3,151,000</u>	<u>2,596,400</u>
Total liabilities	3,647,807	5,210,148	3,252,378	2,626,580
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	<u>(1,285,347)</u>	<u>(1,292,110)</u>	<u>(641,652)</u>	<u>(507,247)</u>
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	<u>\$ 2,362,460</u>	<u>\$ 3,918,038</u>	<u>\$ 2,610,726</u>	<u>\$ 2,119,333</u>

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022**

	SNHS Farmington Elderly Housing	SNHS Elderly Housing V	SNHS Elderly Housing II - Roberge	SNHS Elderly Housing III
ASSETS				
CURRENT ASSETS				
Cash	\$ 62,343	\$ 41,338	\$ 34,428	\$ 83,602
Investments	-	-	-	-
Grants receivable	-	-	-	-
Accounts receivable	-	-	-	-
Prepaid expenses	6,815	4,712	7,256	6,901
Due from other corporations	-	-	-	-
Total current assets	<u>69,158</u>	<u>46,050</u>	<u>41,684</u>	<u>90,503</u>
PROPERTY				
Land	302,385	150,000	196,264	314,076
Buildings and improvements	2,749,066	2,810,858	2,546,416	3,467,507
Vehicles and equipment	<u>22,042</u>	<u>4,956</u>	<u>28,817</u>	<u>40,415</u>
Total property	3,073,493	2,965,814	2,771,497	3,821,998
Less accumulated depreciation	<u>1,750,916</u>	<u>1,174,940</u>	<u>1,735,172</u>	<u>2,007,741</u>
Property, net	<u>1,322,577</u>	<u>1,790,874</u>	<u>1,036,325</u>	<u>1,814,257</u>
OTHER ASSETS				
Restricted cash	159,963	106,883	165,215	184,636
Miscellaneous other assets	-	-	-	-
Total other assets	<u>159,963</u>	<u>106,883</u>	<u>165,215</u>	<u>184,636</u>
TOTAL ASSETS	<u>\$ 1,551,698</u>	<u>\$ 1,943,807</u>	<u>\$ 1,243,224</u>	<u>\$ 2,089,396</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ -	\$ -	\$ -	\$ -
Accounts payable	17,886	7,069	8,236	5,989
Accrued payroll and payroll taxes	1,658	1,253	1,442	1,858
Accrued compensated absences	-	-	-	-
Accrued other liabilities	31,620	14,480	14,126	14,359
Refundable advances	-	-	-	-
Over applied overhead	-	-	-	-
Tenant security deposits	15,625	10,450	15,581	20,964
Due to other corporations	<u>32,213</u>	<u>26,324</u>	<u>38,407</u>	<u>37,170</u>
Total current liabilities	<u>99,002</u>	<u>59,576</u>	<u>77,792</u>	<u>80,340</u>
NONCURRENT LIABILITIES				
Long term debt, less current portion	-	-	-	-
Capital advances	<u>2,827,000</u>	<u>2,948,700</u>	<u>2,485,859</u>	<u>3,522,500</u>
Total noncurrent liabilities	<u>2,827,000</u>	<u>2,948,700</u>	<u>2,485,859</u>	<u>3,522,500</u>
Total liabilities	2,926,002	3,008,276	2,563,651	3,602,840
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	<u>(1,374,304)</u>	<u>(1,064,469)</u>	<u>(1,320,427)</u>	<u>(1,513,444)</u>
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	<u>\$ 1,551,698</u>	<u>\$ 1,943,807</u>	<u>\$ 1,243,224</u>	<u>\$ 2,089,396</u>

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022**

	SNHS Elderly Housing II - Chasse	Rural Housing for the Elderly II - Landing I	SNHS Elderly Housing IV	SNHS Raymond Elderly Housing
ASSETS				
CURRENT ASSETS				
Cash	\$ 72,247	\$ 93,309	\$ 32,130	\$ 25,646
Investments	-	-	-	-
Grants receivable	-	-	-	-
Accounts receivable	-	-	-	-
Prepaid expenses	6,655	9,736	13,187	7,231
Due from other corporations	-	-	-	-
Total current assets	<u>78,902</u>	<u>103,045</u>	<u>45,317</u>	<u>32,877</u>
PROPERTY				
Land	32,256	21,598	168,777	185,290
Buildings and improvements	3,012,550	2,539,167	4,347,738	1,776,071
Vehicles and equipment	23,819	18,948	27,153	28,534
Total property	<u>3,068,625</u>	<u>2,579,713</u>	<u>4,543,668</u>	<u>1,989,895</u>
Less accumulated depreciation	<u>1,441,676</u>	<u>1,444,544</u>	<u>1,967,194</u>	<u>1,086,913</u>
Property, net	<u>1,626,949</u>	<u>1,135,169</u>	<u>2,576,474</u>	<u>902,982</u>
OTHER ASSETS				
Restricted cash	108,289	195,920	78,708	211,254
Miscellaneous other assets	-	-	-	-
Total other assets	<u>108,289</u>	<u>195,920</u>	<u>78,708</u>	<u>211,254</u>
TOTAL ASSETS	<u>\$ 1,814,140</u>	<u>\$ 1,434,134</u>	<u>\$ 2,700,499</u>	<u>\$ 1,147,113</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ -	\$ -	\$ -	\$ -
Accounts payable	21,090	7,929	8,650	3,684
Accrued payroll and payroll taxes	1,765	783	1,917	1,287
Accrued compensated absences	-	-	-	-
Accrued other liabilities	14,438	3,529	5,335	7,743
Refundable advances	-	-	-	-
Over applied overhead	-	-	-	-
Tenant security deposits	16,403	14,108	17,186	8,653
Due to other corporations	37,447	44,850	53,920	94,853
Total current liabilities	<u>91,143</u>	<u>71,199</u>	<u>87,008</u>	<u>116,220</u>
NONCURRENT LIABILITIES				
Long term debt, less current portion	-	-	-	-
Capital advances	<u>2,966,900</u>	<u>2,337,800</u>	<u>4,412,500</u>	<u>1,773,900</u>
Total noncurrent liabilities	<u>2,966,900</u>	<u>2,337,800</u>	<u>4,412,500</u>	<u>1,773,900</u>
Total liabilities	<u>3,058,043</u>	<u>2,408,999</u>	<u>4,499,508</u>	<u>1,890,120</u>
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	<u>(1,243,903)</u>	<u>(974,865)</u>	<u>(1,799,009)</u>	<u>(743,007)</u>
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	<u>\$ 1,814,140</u>	<u>\$ 1,434,134</u>	<u>\$ 2,700,499</u>	<u>\$ 1,147,113</u>

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022**

	SNHS Pittsburg Elderly Housing	SNHS North Berwick Elderly Housing	SNHS Greenfield Elderly Housing	SNHS Ashland Elderly Housing
ASSETS				
CURRENT ASSETS				
Cash	\$ 29,500	\$ 36,701	\$ 27,262	\$ 34,783
Investments	-	-	-	-
Grants receivable	-	-	-	-
Accounts receivable	-	-	-	-
Prepaid expenses	3,600	6,953	5,218	8,660
Due from other corporations	-	-	-	-
Total current assets	33,100	43,654	32,480	43,443
PROPERTY				
Land	23,269	142,379	98,857	295,000
Buildings and improvements	1,646,803	2,016,766	1,994,386	3,053,258
Vehicles and equipment	10,819	35,339	26,382	41,482
Total property	1,680,891	2,194,484	2,119,625	3,389,740
Less accumulated depreciation	1,001,215	1,143,413	1,070,237	1,182,672
Property, net	679,676	1,051,071	1,049,388	2,207,068
OTHER ASSETS				
Restricted cash	142,478	194,811	237,523	354,138
Miscellaneous other assets	-	-	-	-
Total other assets	142,478	194,811	237,523	354,138
TOTAL ASSETS	\$ 855,254	\$ 1,289,536	\$ 1,319,391	\$ 2,604,649
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ -	\$ -	\$ -	\$ -
Accounts payable	6,385	8,080	4,412	5,667
Accrued payroll and payroll taxes	1,662	1,257	1,041	1,132
Accrued compensated absences	-	-	-	-
Accrued other liabilities	9,114	3,439	12,670	10,213
Refundable advances	-	-	-	-
Over applied overhead	-	-	-	-
Tenant security deposits	7,810	9,574	7,055	10,004
Due to other corporations	96,328	66,557	30,711	19,192
Total current liabilities	121,299	88,907	55,889	46,208
NONCURRENT LIABILITIES				
Long term debt, less current portion	-	-	450,000	-
Capital advances	1,481,082	2,016,800	1,545,300	3,426,100
Total noncurrent liabilities	1,481,082	2,016,800	1,995,300	3,426,100
Total liabilities	1,602,381	2,105,707	2,051,189	3,472,308
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	(747,127)	(816,171)	(731,798)	(867,659)
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	\$ 855,254	\$ 1,289,536	\$ 1,319,391	\$ 2,604,649

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022**

	SNHS Elderly Housing VI	SNHS Elderly Housing VIII	SNHS Elderly Housing IX	SNHS Elderly Housing X
ASSETS				
CURRENT ASSETS				
Cash	\$ 21,617	\$ 36,818	\$ 35,439	\$ 16,069
Investments	-	-	-	-
Grants receivable	-	-	-	-
Accounts receivable	-	-	-	-
Prepaid expenses	4,105	5,699	3,428	4,004
Due from other corporations	-	-	-	-
Total current assets	<u>25,722</u>	<u>42,517</u>	<u>38,867</u>	<u>20,073</u>
PROPERTY				
Land	325,131	284,973	171,394	150,000
Buildings and improvements	2,571,210	2,260,199	2,346,597	2,347,246
Vehicles and equipment	<u>32,038</u>	<u>19,078</u>	<u>16,920</u>	<u>23,554</u>
Total property	2,928,379	2,574,250	2,534,911	2,520,800
Less accumulated depreciation	<u>992,491</u>	<u>624,576</u>	<u>714,541</u>	<u>688,184</u>
Property, net	<u>1,935,888</u>	<u>1,949,674</u>	<u>1,820,370</u>	<u>1,834,616</u>
OTHER ASSETS				
Restricted cash	86,603	79,681	115,175	143,919
Miscellaneous other assets	-	-	-	-
Total other assets	<u>86,603</u>	<u>79,681</u>	<u>115,175</u>	<u>143,919</u>
TOTAL ASSETS	<u>\$ 2,048,213</u>	<u>\$ 2,071,872</u>	<u>\$ 1,974,412</u>	<u>\$ 1,998,608</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ -	\$ -	\$ -	\$ -
Accounts payable	5,554	2,027	2,896	10,709
Accrued payroll and payroll taxes	772	450	450	666
Accrued compensated absences	-	-	-	-
Accrued other liabilities	21,970	8,536	8,997	8,344
Refundable advances	-	-	-	-
Over applied overhead	-	-	-	-
Tenant security deposits	7,026	6,001	6,532	5,876
Due to other corporations	<u>41,568</u>	<u>17,162</u>	<u>17,145</u>	<u>19,719</u>
Total current liabilities	<u>76,890</u>	<u>34,176</u>	<u>36,020</u>	<u>45,314</u>
NONCURRENT LIABILITIES				
Long term debt, less current portion	-	-	-	-
Capital advances	<u>2,711,900</u>	<u>2,352,500</u>	<u>2,341,700</u>	<u>2,351,200</u>
Total noncurrent liabilities	<u>2,711,900</u>	<u>2,352,500</u>	<u>2,341,700</u>	<u>2,351,200</u>
Total liabilities	2,788,790	2,386,676	2,377,720	2,396,514
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	<u>(740,577)</u>	<u>(314,804)</u>	<u>(403,308)</u>	<u>(397,906)</u>
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	<u>\$ 2,048,213</u>	<u>\$ 2,071,872</u>	<u>\$ 1,974,412</u>	<u>\$ 1,998,608</u>

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATESCOMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2022

	SNHS Elderly Housing XI	Sub-Total	Elimination	Totals
ASSETS				
CURRENT ASSETS				
Cash	\$ 41,828	\$ 12,796,926	\$ -	\$ 12,796,926
Investments	-	9,696,836	-	9,696,836
Grants receivable	-	4,458,963	-	4,458,963
Accounts receivable	-	6,228	-	6,228
Prepaid expenses	4,413	309,219	-	309,219
Due from other corporations	-	973,396	(973,396)	-
Total current assets	46,241	28,241,568	(973,396)	27,268,172
PROPERTY				
Land	352,414	9,292,319	-	9,292,319
Buildings and improvements	2,772,061	83,880,879	-	83,880,879
Vehicles and equipment	48,630	2,425,402	-	2,425,402
Total property	3,173,105	95,598,600	-	95,598,600
Less accumulated depreciation	772,428	40,709,885	-	40,709,885
Property, net	2,400,677	54,888,715	-	54,888,715
OTHER ASSETS				
Restricted cash	163,320	5,986,808	-	5,986,808
Miscellaneous other assets	-	1,708	-	1,708
Total other assets	163,320	5,988,516	-	5,988,516
TOTAL ASSETS	\$ 2,610,238	\$ 89,118,799	\$ (973,396)	\$ 88,145,403
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current portion of long-term debt	\$ -	\$ 184,795	\$ -	\$ 184,795
Accounts payable	3,322	1,206,563	-	1,206,563
Accrued payroll and payroll taxes	1,750	1,678,480	-	1,678,480
Accrued compensated absences	-	407,125	-	407,125
Accrued other liabilities	27,190	767,029	-	767,029
Refundable advances	-	4,393,188	-	4,393,188
Over applied overhead	-	159,745	-	159,745
Tenant security deposits	7,376	400,961	-	400,961
Due to other corporations	37,311	973,396	(973,396)	-
Total current liabilities	76,949	10,171,282	(973,396)	9,197,886
NONCURRENT LIABILITIES				
Long term debt, less current portion	-	5,122,480	-	5,122,480
Capital advances	3,231,300	66,428,341	-	66,428,341
Total noncurrent liabilities	3,231,300	71,550,821	-	71,550,821
Total liabilities	3,308,249	81,722,103	(973,396)	80,748,707
NET ASSETS (DEFICIT)				
Net assets (deficit) without donor restrictions	(698,011)	7,396,696	-	7,396,696
TOTAL LIABILITIES AND NET ASSETS (DEFICIT)	\$ 2,610,238	\$ 89,118,799	\$ (973,396)	\$ 88,145,403

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	<u>SNHS, Inc.</u>	<u>SNHS Management Corporation</u>	<u>Elimination</u>	<u>SNHS Sub-Total</u>
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ 131,572,939	\$ -	\$ -	\$ 131,572,939
Program service fees	304,206	850,507	(223,865)	930,848
Local funding	-	162,140	-	162,140
Rental income	-	1,470,525	(221,737)	1,248,788
Gifts and contributions	269,675	105,556	-	375,231
Interest and dividend income	95	403,135	-	403,230
Unrealized loss on investments	-	(1,101,886)	-	(1,101,886)
Debt Forgiveness	-	900,000	-	900,000
Gain (loss) on sale of equipment	(2,813)	11,358	-	8,545
In-kind	992,197	-	-	992,197
Miscellaneous revenue	132,760	29,669	-	162,429
	<u>133,269,059</u>	<u>2,831,004</u>	<u>(445,602)</u>	<u>135,654,461</u>
EXPENSES				
Program services				
SNHS, Inc	130,569,257	-	(367,170)	130,202,087
SNHS Management Corporation	-	2,533,713	(74,728)	2,458,985
Housing Corporations	-	-	-	-
	<u>130,569,257</u>	<u>2,533,713</u>	<u>(441,898)</u>	<u>132,661,072</u>
Supporting services				
Management and general	1,981,420	-	(3,704)	1,977,716
	<u>132,550,677</u>	<u>2,533,713</u>	<u>(445,602)</u>	<u>134,638,788</u>
CHANGE IN NET ASSETS (DEFICIT)	718,382	297,291	-	1,015,673
NET ASSETS (DEFICIT), BEGINNING OF YEAR	<u>5,988,045</u>	<u>22,704,391</u>	<u>-</u>	<u>28,692,436</u>
NET ASSETS (DEFICIT), END OF YEAR	<u>\$ 6,706,427</u>	<u>\$ 23,001,682</u>	<u>\$ -</u>	<u>\$ 29,708,109</u>

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	Rural Housing for the Elderly II <u>Landing II</u>	Rural Housing for the <u>Elderly</u>	SNHS Elderly <u>Housing</u>	Sundial Elderly <u>Housing</u>
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	352,703	1,039,651	316,012	565,763
Gifts and contributions	-	-	-	-
Interest and dividend income	31	495	106	50
Unrealized loss on investments	-	-	-	-
Debt Forgiveness	-	-	-	-
Gain (loss) on sale of equipment	-	-	-	-
In-kind	-	-	-	-
Miscellaneous revenue	6,360	23,145	1,535	5,915
	<u>359,094</u>	<u>1,063,291</u>	<u>317,653</u>	<u>571,728</u>
Total revenues and other support				
EXPENSES				
Program services				
SNHS, Inc	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	427,601	875,279	304,595	664,265
	<u>427,601</u>	<u>875,279</u>	<u>304,595</u>	<u>664,265</u>
Total program services				
Supporting services				
Management and general	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses				
	<u>427,601</u>	<u>875,279</u>	<u>304,595</u>	<u>664,265</u>
CHANGE IN NET ASSETS (DEFICIT)	(68,507)	188,012	13,058	(92,537)
NET ASSETS (DEFICIT), BEGINNING OF YEAR	<u>(1,354,251)</u>	<u>534,853</u>	<u>(237,957)</u>	<u>(1,816,939)</u>
NET ASSETS (DEFICIT), END OF YEAR	<u>\$ (1,422,758)</u>	<u>\$ 722,865</u>	<u>\$ (224,899)</u>	<u>\$ (1,909,476)</u>

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Northwood Elderly Housing	SNHS Elderly Housing, VII	SNHS Elderly Housing, VII	SNHS Elderly Housing, VIIA
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	268,793	277,424	198,649	171,561
Gifts and contributions	-	-	-	-
Interest and dividend income	80	129	107	91
Unrealized loss on investments	-	-	-	-
Debt Forgiveness	-	-	-	-
Gain (loss) on sale of equipment	(6,199)	-	-	-
In-kind	-	-	-	-
Miscellaneous revenue	<u>3,455</u>	<u>5,695</u>	<u>2,496</u>	<u>2,005</u>
Total revenues and other support	<u>266,129</u>	<u>283,248</u>	<u>201,252</u>	<u>173,657</u>
EXPENSES				
Program services				
SNHS, Inc	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	<u>391,418</u>	<u>352,706</u>	<u>300,197</u>	<u>258,452</u>
Total program services	391,418	352,706	300,197	258,452
Supporting services				
Management and general	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>391,418</u>	<u>352,706</u>	<u>300,197</u>	<u>258,452</u>
CHANGE IN NET ASSETS (DEFICIT)	(125,289)	(69,458)	(98,945)	(84,795)
NET ASSETS (DEFICIT), BEGINNING OF YEAR	<u>(1,160,058)</u>	<u>(1,222,652)</u>	<u>(542,707)</u>	<u>(422,452)</u>
NET ASSETS (DEFICIT), END OF YEAR	<u>\$ (1,285,347)</u>	<u>\$ (1,292,110)</u>	<u>\$ (641,652)</u>	<u>\$ (507,247)</u>

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Farmington Elderly Housing	SNHS Elderly Housing V	SNHS Elderly Housing II - Roberge	SNHS Elderly Housing III
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	344,702	250,456	375,000	475,240
Gifts and contributions	-	-	-	-
Interest and dividend income	29	71	25	28
Unrealized loss on investments	-	-	-	-
Debt Forgiveness	-	-	-	-
Gain (loss) on sale of equipment In-kind	-	-	(10,045)	(8,398)
Miscellaneous revenue	<u>3,992</u>	<u>4,311</u>	<u>4,527</u>	<u>5,165</u>
Total revenues and other support	<u>348,723</u>	<u>254,838</u>	<u>369,507</u>	<u>472,035</u>
EXPENSES				
Program services				
SNHS, Inc	-	-	-	-
SNHS Management Corporation Housing Corporations	<u>408,270</u>	<u>318,693</u>	<u>415,139</u>	<u>509,768</u>
Total program services	408,270	318,693	415,139	509,768
Supporting services				
Management and general	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>408,270</u>	<u>318,693</u>	<u>415,139</u>	<u>509,768</u>
CHANGE IN NET ASSETS (DEFICIT)	(59,547)	(63,855)	(45,632)	(37,733)
NET ASSETS (DEFICIT), BEGINNING OF YEAR	<u>(1,314,757)</u>	<u>(1,000,614)</u>	<u>(1,274,795)</u>	<u>(1,475,711)</u>
NET ASSETS (DEFICIT), END OF YEAR	<u>\$ (1,374,304)</u>	<u>\$ (1,064,469)</u>	<u>\$ (1,320,427)</u>	<u>\$ (1,513,444)</u>

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Elderly Housing II - Chasse	Rural Housing for the Elderly II - Landing I	SNHS Elderly Housing IV	SNHS Raymond Elderly Housing
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	364,460	307,975	362,544	255,121
Gifts and contributions	-	-	-	-
Interest and dividend income	75	43	59	29
Unrealized loss on investments	-	-	-	-
Debt Forgiveness	-	-	-	-
Gain (loss) on sale of equipment	(3,109)	-	-	-
In-kind	-	-	-	-
Miscellaneous revenue	3,933	3,500	4,435	3,275
Total revenues and other support	365,359	311,518	367,038	258,425
EXPENSES				
Program services				
SNHS, Inc	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	407,564	373,141	507,779	303,039
Total program services	407,564	373,141	507,779	303,039
Supporting services				
Management and general	-	-	-	-
Total expenses	407,564	373,141	507,779	303,039
CHANGE IN NET ASSETS (DEFICIT)	(42,205)	(61,623)	(140,741)	(44,614)
NET ASSETS (DEFICIT), BEGINNING OF YEAR	(1,201,698)	(913,242)	(1,658,268)	(698,393)
NET ASSETS (DEFICIT), END OF YEAR	\$ (1,243,903)	\$ (974,865)	\$ (1,799,009)	\$ (743,007)

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Pittsburg Elderly Housing	SNHS North Berwick Elderly Housing	SNHS Greenfield Elderly Housing	SNHS Ashland Elderly Housing
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	282,975	269,661	253,245	243,940
Gifts and contributions	-	-	-	-
Interest and dividend income	27	41	50	57
Unrealized loss on investments	-	-	-	-
Debt Forgiveness	-	-	-	-
Gain (loss) on sale of equipment In-kind	-	(8,278)	(491)	-
Miscellaneous revenue	20,302	2,560	2,255	2,818
Total revenues and other support	303,304	263,984	255,059	246,815
EXPENSES				
Program services				
SNHS, Inc	-	-	-	-
SNHS Management Corporation Housing Corporations	320,221	356,508	299,531	313,407
Total program services	320,221	356,508	299,531	313,407
Supporting services				
Management and general	-	-	-	-
Total expenses	320,221	356,508	299,531	313,407
CHANGE IN NET ASSETS (DEFICIT)	(16,917)	(92,524)	(44,472)	(66,592)
NET ASSETS (DEFICIT), BEGINNING OF YEAR	(730,210)	(723,647)	(687,326)	(801,067)
NET ASSETS (DEFICIT), END OF YEAR	\$ (747,127)	\$ (816,171)	\$ (731,798)	\$ (867,659)

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Elderly Housing VI	SNHS Elderly Housing VIII	SNHS Elderly Housing IX	SNHS Elderly Housing X
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	188,578	163,635	171,947	178,640
Gifts and contributions	-	-	-	-
Interest and dividend income	54	53	70	78
Unrealized loss on investments	-	-	-	-
Debt Forgiveness	-	-	-	-
Gain (loss) on sale of equipment	-	-	-	-
In-kind	-	-	-	-
Miscellaneous revenue	<u>2,961</u>	<u>2,609</u>	<u>1,955</u>	<u>2,062</u>
Total revenues and other support	<u>191,593</u>	<u>166,297</u>	<u>173,972</u>	<u>180,780</u>
EXPENSES				
Program services				
SNHS, Inc	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	<u>284,505</u>	<u>207,778</u>	<u>224,995</u>	<u>233,821</u>
Total program services	284,505	207,778	224,995	233,821
Supporting services				
Management and general	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>284,505</u>	<u>207,778</u>	<u>224,995</u>	<u>233,821</u>
CHANGE IN NET ASSETS (DEFICIT)	(92,912)	(41,481)	(51,023)	(53,041)
NET ASSETS (DEFICIT), BEGINNING OF YEAR	<u>(647,665)</u>	<u>(273,323)</u>	<u>(352,285)</u>	<u>(344,865)</u>
NET ASSETS (DEFICIT), END OF YEAR	<u>\$ (740,577)</u>	<u>\$ (314,804)</u>	<u>\$ (403,308)</u>	<u>\$ (397,906)</u>

See Accompanying Independent Accountants' Compilation Report

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Elderly Housing XI	Sub-Total	Elimination	Totals
REVENUES AND OTHER SUPPORT				
Grant and contract revenue	\$ -	\$ 131,572,939	\$ -	\$ 131,572,939
Program service fees	-	930,848	(674,552)	256,296
Local funding	-	162,140	-	162,140
Rental income	222,687	9,150,150	-	9,150,150
Gifts and contributions	-	375,231	-	375,231
Interest and dividend income	117	405,225	-	405,225
Unrealized loss on investments	-	(1,101,886)	-	(1,101,886)
Debt Forgiveness	-	900,000	-	900,000
Gain (loss) on sale of equipment	-	(27,975)	-	(27,975)
In-kind	-	992,197	-	992,197
Miscellaneous revenue	2,495	286,190	-	286,190
	<u>225,299</u>	<u>143,645,059</u>	<u>(674,552)</u>	<u>142,970,507</u>
Total revenues and other support				
EXPENSES				
Program services				
SNHS, Inc	-	130,202,087	-	130,202,087
SNHS Management Corporation	-	2,458,985	-	2,458,985
Housing Corporations	337,767	9,396,439	(674,552)	8,721,887
	<u>337,767</u>	<u>142,057,511</u>	<u>(674,552)</u>	<u>141,382,959</u>
Total program services				
Supporting services				
Management and general	-	1,977,716	-	1,977,716
	<u>-</u>	<u>1,977,716</u>	<u>-</u>	<u>1,977,716</u>
Total expenses				
	<u>337,767</u>	<u>144,035,227</u>	<u>(674,552)</u>	<u>143,360,675</u>
CHANGE IN NET ASSETS (DEFICIT)	(112,468)	(390,168)	-	(390,168)
NET ASSETS (DEFICIT), BEGINNING OF YEAR	<u>(585,543)</u>	<u>7,786,864</u>	<u>-</u>	<u>7,786,864</u>
NET ASSETS (DEFICIT), END OF YEAR	<u>\$ (698,011)</u>	<u>\$ 7,396,696</u>	<u>\$ -</u>	<u>\$ 7,396,696</u>

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2022**

	Rural Housing for the Elderly <u>II Landing II</u>	Rural Housing for the <u>Elderly</u>	SNHS Elderly <u>Housing</u>	Sundial Elderly <u>Housing</u>	SNHS Northwood Elderly <u>Housing</u>	SNHS Elderly <u>Housing, VII</u>	SNHS Elderly <u>Housing, VII</u>
EXPENSES							
Payroll	\$ 43,953	\$ 132,023	\$ 41,790	\$ 91,928	\$ 69,703	\$ 36,662	\$ 31,987
Payroll taxes	3,507	10,826	3,497	7,636	5,642	3,034	2,659
Fringe benefits	13,595	16,717	11,716	17,776	11,540	6,854	5,917
Worker's compensation insurance	1,726	4,441	1,256	3,582	2,720	1,426	1,215
Retirement benefits	-	3,931	2,210	4,006	3,067	1,601	1,472
Consultant and contractual	56,555	108,378	36,031	86,345	59,288	56,237	36,981
Travel and transportation	148	2,098	529	1,265	3,685	725	477
Occupancy	112,655	239,915	61,757	181,634	63,246	72,524	52,995
Advertising	71	427	-	171	13	50	-
Supplies	4,503	4,294	532	7,773	3,001	912	286
Equipment rentals and maintenance	68,505	103,260	40,540	95,814	58,371	37,747	30,357
Insurance	9,579	29,208	10,395	15,218	9,439	7,487	3,538
Telephone	2,299	3,073	559	3,269	2,072	1,035	670
Postage	769	373	312	725	305	138	72
Subscriptions	1,588	2,155	822	2,155	1,274	1,397	822
Program support	-	1,866	-	1,174	252	-	-
Interest	-	76,741	45,011	-	-	-	-
Depreciation and amortization	89,632	91,656	46,014	113,353	97,580	117,453	76,322
Other expense	18,516	25,661	1,468	30,334	220	7,424	54,427
Miscellaneous	-	18,236	156	107	-	-	-
Total expenses	<u>\$ 427,601</u>	<u>\$ 875,279</u>	<u>\$ 304,595</u>	<u>\$ 664,265</u>	<u>\$ 391,418</u>	<u>\$ 352,706</u>	<u>\$ 300,197</u>

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Elderly Housing, VIIA	SNHS Farmington Elderly Housing	SNHS Elderly Housing V	SNHS Elderly Housing II - Roberge	SNHS Elderly Housing III	SNHS Elderly Housing II - Chasse	Rural Housing for the Elderly II - Landing I
EXPENSES							
Payroll	\$ 31,105	\$ 64,182	\$ 57,030	\$ 75,711	\$ 94,256	\$ 64,989	\$ 35,872
Payroll taxes	2,590	5,479	4,266	6,052	7,513	5,240	2,853
Fringe benefits	5,645	8,326	20,490	23,614	27,887	19,303	11,041
Worker's compensation insurance	1,175	2,352	2,267	2,904	3,587	2,448	1,426
Retirement benefits	1,442	6,526	5,758	6,134	7,679	4,123	-
Consultant and contractual	26,486	54,055	34,933	47,374	61,813	45,301	43,999
Travel and transportation	397	115	613	1,082	1,281	700	130
Occupancy	43,025	100,892	72,350	104,079	127,129	111,749	104,083
Advertising	-	-	-	298	223	223	71
Supplies	179	951	404	621	541	1,118	1,191
Equipment rentals and maintenance	18,866	60,883	45,144	52,009	57,931	59,941	52,686
Insurance	2,765	8,814	6,122	10,183	11,734	10,257	7,728
Telephone	581	1,613	1,690	1,541	1,313	1,511	2,508
Postage	59	93	151	443	558	511	194
Subscriptions	688	1,416	1,151	1,519	1,899	1,450	1,244
Program support	-	-	-	-	299	-	-
Interest	-	-	-	-	-	-	-
Depreciation and amortization	67,665	72,656	71,658	77,590	103,887	78,530	67,641
Other expense	55,784	19,059	(5,334)	3,971	231	170	40,467
Miscellaneous	-	858	-	14	7	-	7
Total expenses	\$ 258,452	\$ 408,270	\$ 318,693	\$ 415,139	\$ 509,768	\$ 407,564	\$ 373,141

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Elderly Housing IV	SNHS Raymond Elderly Housing	SNHS Pittsburg Elderly Housing	SNHS North Berwick Elderly Housing	SNHS Greenfield Elderly Housing	SNHS Ashland Elderly Housing	SNHS Elderly Housing VI
EXPENSES							
Payroll	\$ 82,504	\$ 57,852	\$ 67,497	\$ 62,526	\$ 43,014	\$ 55,302	\$ 37,580
Payroll taxes	6,140	4,748	5,412	5,013	3,682	4,405	2,990
Fringe benefits	31,767	15,133	28,488	20,071	12,659	17,872	12,154
Worker's compensation insurance	2,906	2,152	2,570	2,551	1,953	1,991	1,363
Retirement benefits	5,599	5,828	5,479	2,719	1,241	3,196	2,197
Consultant and contractual	61,412	37,314	27,110	39,279	30,414	34,735	29,533
Travel and transportation	752	1,259	2,657	1,220	948	4,296	2,954
Occupancy	113,238	70,848	77,030	82,513	85,100	73,158	68,936
Advertising	71	75	-	223	-	128	78
Supplies	4,898	215	507	732	409	774	746
Equipment rentals and maintenance	60,233	38,707	54,661	72,445	43,784	24,169	33,597
Insurance	14,988	5,553	5,248	84	6,499	8,196	4,896
Telephone	2,701	2,820	2,678	3,267	3,384	2,325	2,355
Postage	494	379	273	419	210	159	175
Subscriptions	1,485	1,236	986	1,232	986	1,151	780
Program support	125	-	-	-	-	362	63
Interest	-	-	-	-	-	-	-
Depreciation and amortization	118,343	48,246	41,388	61,991	54,009	81,082	74,003
Other expense	123	10,332	237	223	10,421	108	10,105
Miscellaneous	-	342	-	-	818	-	-
Total expenses	\$ 507,779	\$ 303,039	\$ 320,221	\$ 358,508	\$ 299,531	\$ 313,407	\$ 284,505

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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATES**COMBINING SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2022**

	SNHS Elderly Housing VIII	SNHS Elderly Housing IX	SNHS Elderly Housing X	SNHS Elderly Housing XI	Total Housing Corporations
EXPENSES					
Payroll	\$ 28,370	\$ 23,768	\$ 29,420	\$ 68,659	\$ 1,427,683
Payroll taxes	2,324	1,956	2,413	5,471	115,348
Fringe benefits	9,022	8,010	9,708	21,984	385,289
Worker's compensation insurance	1,069	832	1,113	2,612	53,637
Retirement benefits	1,399	1,399	1,941	4,109	83,056
Consultant and contractual	20,440	29,847	24,442	23,190	1,111,492
Travel and transportation	1,515	1,320	2,019	2,076	34,261
Occupancy	52,371	59,342	58,721	59,947	2,249,235
Advertising	103	78	78	103	2,484
Supplies	564	221	180	2,530	38,082
Equipment rentals and maintenance	18,064	18,513	24,645	27,417	1,198,289
Insurance	4,622	3,865	4,164	5,667	206,249
Telephone	2,908	2,837	3,629	1,996	54,634
Postage	170	180	181	173	7,516
Subscriptions	688	688	688	822	30,322
Program support	42	42	42	189	4,456
Interest	-	-	-	-	121,752
Depreciation and amortization	61,531	71,995	70,346	84,319	1,938,890
Other expense	2,576	102	91	26,503	313,219
Miscellaneous	-	-	-	-	20,545
Total expenses	\$ 207,778	\$ 224,995	\$ 233,821	\$ 337,767	\$ 9,396,439

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Yu Tian

Summary of Qualifications

- Easily relate to others, reliable, work well with colleagues
- Professional and calm in stressful situations
- Understanding of Curriculum Development and Design: Lesson stages and principles of effective lesson construction, teacher roles in the classroom, principles and techniques for teaching mixed-proficiency levels. This experience crossovers to adapt to helping new teacher hires at ENA and the ability to observe classrooms and offer helpful suggestions.
- Knowledge of Strategies and Techniques for Teaching Listening and Speaking
- Teaching Practicums (SNHU). ESL 306 Literacy, Lesson Plans, Thesaurus, Online Security, How to Use an online discussion board (see last section in this Resume).
- Organizational Office experiences with Internship for Study Abroad and translator for an American Auction house.
- Computer skills and Computer Assisted Language Learning: MS Word Excel, PowerPoint, Outlook, Adobe Spark (picture+video+voice); Powtoon, Flipgrid video, creating and manage e-portfolio. Ability to adapt to new databases and position requirements.
- Descriptive Linguistics of American English: Analyzed languages as a system to be able to know how to apply this knowledge when choosing methodology.
- Relevant courses: Evaluation and Assessment, Reading and Writing techniques, Computer-Assist Language Learn, Strategies/Tech Teach Grammar, Overview of TESOL Methodology, Short-Term Financial Management, Money and Capital Markets, Cost Accounting, Financial Reporting/Analysis.

Education:

B.S. International Economics and Trade, Northwest University of Politics and Law, China, 2015

Master of Science in Teaching English as a Foreign Language (TEFL), SNHU, GPA 3.7, May 2021

Master of Science in Finance, SNHU, GPA 3.54, August 2017

Work/Volunteer Experiences:

Graduate Assistant: Academic School year of 2019 – 2020.

- Assisted classroom instructors in a classroom situation. Took notes during student presentations to be able to give students personalized feedback in tutoring sessions.

ESL Volunteer/Observation:

- English for New Americans Health Care Communications class, 10 weeks, 2020.
- Methuen Adult Learning Center, Level 2 English classes, 2019.

Business Interpreter, Ritchie Bros (RB), Large Equipment Auctioneers, Florida, February, 2018.

- Meeting customers from Chaowang Construction Machinery Co. at airport, booking hotel and flight, rental cars, scheduling trip, translating throughout the process; problem solving for changes in plans, continued translating when client returned to China via text and phone calls. This position related to B.S. in International trade, negotiating prices, delivery type, insurance, payment method, checking invoices, and scheduling inspections. Position ended due to the pandemic.

Manager's Assistant, Xi'an Overseas Student Workstation, 2014-2015

- Helped students write and prepare required materials to apply for Scholarships at schools in the U.S.
- Prior experience included doing the same process for my journey to the U.S.

Practicum Teaching, SNHU

TESOL Methodology 2017

- Letters, Phonics and Words---vowels adult beginner level
- Task Based Lesson Plan adult beginner level
What are you going to wear?
- Task Based Lesson Plan adult intermediate level
Food idioms: use in a dealership

Teaching Listening and Speaking 2018

- What is social media Advanced ESL learner
A listening lesson- 5 Crazy Ways Social Media Is Changing Your Brain Right Now
- Compare and Contrast IEP Level 2
A speaking lesson: Differences and similarities between students' home countries and the United States in food, climate, festival, and education.
- Listening for Differences in Meaning Intermediate level

Teaching Grammar 2019

- Mini lesson: Capitalization and Prepositional Phrases level 1 student

Teaching Reading and Writing 2019

- Lesson: Transitions and Description

Teaching English for Special Purposes 2020

- Lesson Plan Beginner +/- Intermediate
Parts of Body and Symptoms

ESL Teaching Practicum Jan to April 2021 All Levels - IEP program

- *Synchronous teaching and asynchronous teaching*

Margaret Sudderth

EXPERIENCE:

January 2018 – Current

SNHS English For New Americans

Office Assistant/ Data Entry Specialist

My responsibilities are to collect all new student registrations, and educational hours to accurately enter into the LACES database. I maintain and generate reports for all classes. I attend state education sessions to advance knowledge of federal database regulations.

September 2009 – June 2013

Manchester Adult Education Program 530 So. Porter Street, Manchester, NH

High School Diploma Program Teacher / GED Teacher

My responsibilities are implement NH state curriculum, administer testing, support students towards their individual academic goals with a concentration in teaching high school English and GED test preparation.

April 2002 - January 2006

Salem NH High School

Educational Assistant / Adult Education Teacher

My responsibilities were to augment and implement NH state curriculum, administer testing, support students in small groups towards their individual academic goals, and assist in academic computer research.

August 2001 to April 2002

Wediko Children Services – Residential Care Facility and School

Educational Assistant

My responsibilities included computing and designing curriculum appropriate assignments and evaluation tools, implementing behavioral modification and emotional development strategies per individual IEP and group dynamic, as well as discipline control and daily evaluations, as well as coordination of academic computer research.

May 1999 to June 2001

New Hampshire Housing Finance Authority

Program Assistant

As a Section 8 Rental Program Administrator, I worked in a Windows computing environment to market, generate, and administer HUD Section 8 applicants via interview and correspondence to determine program eligibility. I utilized word processing, spreadsheets, and database administration, as well as mediation and interviewing skills. I applied a full range of secretarial skills and abilities to

manage a caseload ranging from 150 to 200 files / clients at any given time.

EDUCATION:

High School Diploma (Manchester Memorial High School class of 1990)

2 years post- secondary education at Southern New Hampshire University.

1 ½ post-secondary education at Granite State College