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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
25 Hall Street  
Concord, NH 03301  
TEL. (603) 271-3495

May 15, 2025

Her Excellency, Governor Kelly A. Ayotte  
And the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Education (NHED), Division of Learner Support, Bureau of Instructional Support to enter into grant agreement with Dover Housing Authority (DHA), Dover, New Hampshire (159988), in the amount of \$36,050.55 to design and implement Nita M. Lowey 21st Century Community Learning Center (21st CCLC) summer programming in Science, Technology, Engineering, Art, and Mathematics (STEAM) to enhance academic achievement, increase student engagement, and improve skills relevant to the workforce, effective upon Governor and Council approval through September 30, 2025. 100% Federal Funds.

Funds to support this request are anticipated to be available in Fiscal Year 2026 upon the availability and continued appropriation of funds in the future operating budget with the authority to adjust budget line items within the price limitation through the Budget Office if needed and justified.

06-56-56-562010-25190000 Title IV-B 21st Cent Community

Fiscal Year	Class/Account	Class Title	Total Amount
2026	072-500577	Grants Federal	\$36,050.55

**EXPLANATION**

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

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Executive Council  
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The primary goal of this funding is to strengthen summer learning opportunities through STEAM enrichment activities for students and improve the academic achievement of students in the school year data, as measured by the Government Performance and Results Act (GPRA) measures. New Hampshire

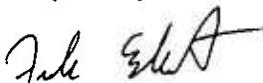
GPRA measures are measured by improvements in State Assessment scores, Grade Point Average (GPA), School Day Attendance, Teacher-Reported Behaviors and Student Engagement in Learning.

The program services provided by the 21st CCLC grant cited above will be coordinated by the Dover Housing Authority (DHA) in Dover, NH in collaboration with the Dover School District. This collaborative approach will serve Woodman Park Elementary School youth and their families.

A Request for Applications (RFA) was advertised on the NHED website on March 13, 2025 with a deadline for applications of April 13, 2025. There were sixteen (16) proposals submitted and ten (10) applications met the criteria of a rigorous peer review by six (6) reviewers based on their extensive 21st CCLC, school day and Title Program experience. A list of reviewers and the results are included as Attachment A.

Funding for this grant is provided by the 21st CCLC program funded under Title IV, Part B of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), signed by President Obama on December 10, 2015.

Respectfully Submitted,



Frank Edelblut  
Commissioner of Education

**Attachment A**

Bid Summary Scoring Sheet

Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Summer 2025 STEAM RFA

Name of Applicants (By score highest to lowest)	Bid/Proposal Amount	Academic Need and Support	Support for Addressing Needs	Justified Costs	STEAM Focus	Alignment with Academic Needs	Operations	Implementation	Monitoring	Student Centered Programming	Inclusion of Youth Voice	Alignment	Allocation	Overall Score (Averaged)
<b>Potential Points</b>		<b>8</b>	<b>8</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>104</b>
Portsmouth	\$43,736.76	6	7.34	14	12.67	12.67	7	7.34	6	5	5	5	4.34	92.36
Monadnock	\$110,785.37	8	6.67	12.67	12.67	14	9	6	6	3.67	3.34	5	4.34	91.36
Nashua - Dr. Crisp site**	\$92,781.35	6.66	6.66	14	14	11.33	8	6.66	4.66	4.33	3.66	5	5	89.96
Manchester - Southside site	\$26,758.29	8	7.33	12	14	6.66	9	7.33	7.33	4.33	3.66	5	5	89.64
Nashua - Amherst Street site**	\$103,546.35	6	6	11.33	12	11.33	9	6.66	7.33	4.33	4.33	5	4.33	87.64
Manchester - Northwest site	\$30,191.58	8	7.33	14	12.66	6.66	9	6.66	6.66	4.33	3	5	4.33	87.63
Manchester - Parker-Varney site	\$30,191.58	8	7.33	14	11.33	6.66	9	6.66	6.66	4.33	3	5	5	86.97
Manchester - Bakersville site	\$30,191.58	7.33	7.33	12.66	12	7.33	9	7.33	4	3.66	3	4.33	4.33	82.30
Manchester - McDonough site	\$30,191.58	7.33	7.33	12.66	12	7.33	9	7.33	4	3.66	3	4.33	4.33	82.30
Friends of Seabrook Community	\$102,070.00	7.33	4	14	11.33	12	10	4	0.66	3.66	2	5	5	78.98
Dover Housing Authority	\$36,050.55	7.34	6	11.34	11.34	6	8	6	6	4.34	3.67	5	3.34	78.37
Governor Wentworth - Ossipee	\$36,879.00	4	6.66	8	10.66	10	9	6.66	6	3.66	3.66	5	4.33	77.63
Plymouth - Rumney*	\$26,189.64	0	4	12.67	12.67	6.67	8	4.67	4.67	3.67	1	5	5	68.02
Newfound Area Elementary Schools*	\$28,352.99	1.33	6	4.66	12.66	6.66	8	6.66	2	4.33	3.66	3.66	2.66	62.28
Laconia Middle School*	\$40,000.00	2	6	10.67	3.33	6.67	9	6	6	3.67	3.67	2	2.67	61.67
Newfound Area High School*	\$15,615.26	0	4	4.66	10	6.66	4.66	6	2	3.66	3	4.33	2.66	51.63

<b>Name of Reviewers</b>	<b>Title</b>
Anne Wallace	Mathematics/STEM Specialist
Ashlee Fye	Agency Audit Manager
Christy Dotson	Title Program Education Consultant
Corbett Coutts	Title Program Education Consultant
Melinda Pfaff	Title Program Education Consultant
Stanley Freeda	Title Program Education Consultant

**Review Process**

Scoring occurred April 14, 2025 - April 25, 2025.

There were six reviewers who each reviewed eight applications.

Points were totaled and then divided by 3, for an average score.

Sixteen applications were received and selected for rigorous peer review. After such review, NHED recommends funding ten of the applications that met the minimum 70-point requirement for funding.

Six applications are not recommended for funding.

\*Four applications scored below the minimum 70-points required for funding:

Plymouth School District (Rumney) – Russell Elementary School

Newfound Area School District – Bristol Elementary School and Danbury Elementary School

Newfound Area School District – Newfound Regional School District

Laconia School District – Laconia Middle School

\*\*Two applications did not meet the funding priority defined in the RFA:

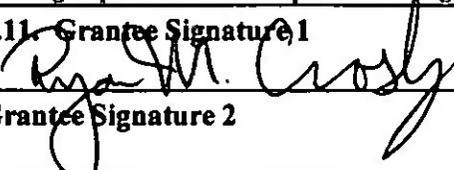
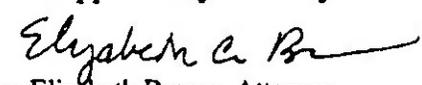
Nashua School District – Dr. Crisp Elementary School, Fairgrounds Elementary School, Sunset Heights Elementary School

Nashua School District – Amherst Street Elementary School, Birch Hill Elementary School, Ledge Street Elementary School, Mount Pleasant Elementary School

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

1. Identification and Definitions.

<b>1.1. State Agency Name</b> New Hampshire Department of Education (NHED)		<b>1.2. State Agency Address</b> 25 Hall Street Concord, NH 03301	
<b>1.3. Grantee Name</b> Dover Housing Authority		<b>1.4. Grantee Address</b> 62 Whittier Street Dover, NH 03820	
<b>1.5. Grantee Phone #</b> 603-742-5804	<b>1.6. Account Number</b> See Exhibit C	<b>1.7. Completion Date</b> 9/30/2025	<b>1.8. Grant Limitation</b> \$36,050.55
<b>1.9. Grant Officer for State Agency</b> Whitney McVeigh		<b>1.10. State Agency Telephone Number</b> 603-520-6263	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> Ryan Crosby / Executive Director	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13. State Agency Signature(s)</b> 		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> Frank Edelblut, Commissioner of Education	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b>  By: Elizabeth Brown, Attorney Assistant Attorney General, On: 6 / 2 / 2025			
<b>1.16. Approval by Governor and Council (if applicable)</b> By: _____ On: / /			

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

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Date 16 MAY 2025

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. **EFFECTIVE DATE: COMPLETION OF PROJECT.**
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. **GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.**
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. **RECORDS and ACCOUNTS.**
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. **PERSONNEL.**
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. **DATA: RETENTION OF DATA: ACCESS.**
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. **CONDITIONAL NATURE OR AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. **EVENT OF DEFAULT: REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to; the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. **TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

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Date 16 MAY 2025

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

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 Date 16 MAY 2025

## EXHIBIT A

### Special Provisions

Additional Exhibits D-G

Dover Housing Authority is exempt from needing a Certificate of Good Standing with the State under RSA Section 203:4 - Creation of Housing Authority.

#### **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 program services provided by the 21st CCLC grant cited above will be coordinated by the Dover Housing Authority (DHA) in Dover, NH in collaboration with the Dover School District. This collaborative approach will serve Woodman Park Elementary School youth and their families.

The program will serve 60 youth during the Summer of 2025. These youth will enter grades one through four at Woodman Park Elementary School in Fall 2025. The Summer program will take place at the Seymour Osman Community Center (SOCC) building in the Dover Housing Authority's family neighborhood.

The existing summer program funded by Title IV, Part B funds operates from 9:00 am to 1:00 pm, Monday through Friday, for seven weeks during the school summer break. During the morning hours, students participate in stations covering a variety of content areas, including literacy, math, art, physical education, and more. For five weeks, identified and invited students participate in one-on-one and small group tutoring sessions provided by Title I.

The funding in this grant agreement will expand the programming from 1:00 pm to 4:00 pm, Monday through Thursday.

- During the afternoon hours, students will participate in two 80-minute enrichment programs three afternoons per week. The funds will be used to ensure that a Science, Technology, Engineering, Arts, and Mathematics (STEAM) enrichment program will be included in the offering for each grade during each enrichment block.
- On the fourth afternoon, students will participate in a field trip experience, either off-site or with a guest presenter on-site.
  - Field trips may include the Children's Museum of New Hampshire, Snapology (Robotics & Stem Program Center), Wildlife Encounters Ecology and Wellness Center, the Seacoast Science Center and Odiorne State Park and tours of local businesses such as TURBOCAM, Liberty Mutual, Lonza or manufacturing facilities.
  - Guest presenters on-site might include the STEM Docents and Marine Docents from the University of New Hampshire Cooperative Extension, the STEMobile at UNH, Squam Lakes Natural Science Center, and the Portsmouth Naval Shipyard.

Enrichment programs are broken into grade-level groups of students and are held once per week. First and second grade students and third and fourth grade students are grouped together. At times, programs do mix age groups to allow for near-peer mentoring and modeling. Students participate in their individual schedule weekly throughout the summer. Students will have a 15-minute snack break between the enrichment programs and there will be 5 minutes at the end of the day to clean up and wrap up before students leave for the day.

The table below includes program expense details:

Category	Description of Costs	Anticipated Cost
Personnel Costs	Enrichment Facilitator: \$25/hour, 24 hours/week (12 hours facilitating, 12 hours planning time), 7.5 weeks, 2 positions	\$15,001.31

Grant between Dover Housing Authority (DHA) and the New Hampshire Department of Education

	Youth Development Facilitator: \$18/hour, 12 hours/week, 7 weeks, 2 positions Benefits: FICA, workers' compensation, unemployment IT Support: \$400/hour, 5 hours to support with new Chromebooks	
Administrative Costs	Program Director: 10%; \$36.83/hour, 35 hours/week, 8 weeks Site Coordinator: 50%; \$22.27/hour, 35 hours/week, 8 weeks Benefits: FICA, workers' compensation, unemployment, NH Retirement System, Health Insurance, Dental Insurance, Life Insurance, Disability Insurance	\$5,849.24
Instructional Materials	Solor Robot Kit: 4 @ \$15.99 Power Up! Circuit Challenge: 5 @ \$49.99 each Coding & Drawing Robot: \$69.99 Code & Go Robot Mouse: 4 @ \$46.12 Additional materials to be determined by staff when hired and to account for potential price increases from initial inquiry to time of purchase: \$1,931.62	\$2,500.00
Technology / Equipment	Chromebooks: 15 @ \$299 each Projectors: 2 @ 189.98 each 3D Printer: \$379.00 3D Printer Filament: 2 @ \$21.99 each Additional materials to be determined by staff when hired and to account for potential price increases from initial inquiry to time of purchase: \$2,212.06	\$7,500.00
Program Supplies	Consumable materials, like batteries, paper, markers, crayons, to be determined by staff when hired and enrichment programs are determined.	\$1,500.00
Field Trips / Experiential Learning	Average \$250 per week for each age group (grades 1 & 2 and grades 3 & 4) for on- or off-site field trips. 7 weeks. \$200 fuel for vans for field trips	\$3,700.00
<b>Total Cost:</b>		<b>\$36,050.55</b>

EXHIBIT C

Method of Payment

BUDGET

Expense Category	FY26
Personnel Costs	\$15,001.31
Administrative Costs	\$5,849.24
Instructional Materials	\$2,500.00
Technology / Equipment	\$7,500.00
Program Supplies	\$1,500.00
Field Trips / Experiential Learning	\$3,700.00
<b>FY Total</b>	<b>\$36,050.55</b>

**Limitations on Price:** Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, if needed and justified, but in no case shall the total budget exceed the price limitation of \$36,050.55. To be binding on the state, such adjustments of budget line items must be memorialized in writing, executed by the Contracting Officer and approved by the Commissioner.

**Funding Source:** Funds to support this request are anticipated to be available in Fiscal Year 2026 upon the availability and continued appropriation of funds in the future operating budget with the authority to adjust budget line items within the price limitation through the Budget Office if needed and justified.

06-56-56-562010-25190000 Title IV-B 21st Cent Community

Fiscal Year	Class/Account	Class Title	Total Amount
2026	072-500577	Grants Federal	\$36,050.55

**Method of Payment:** Payment is to be made on the basis of invoices which are submitted by the 10th of the following month and supported by a summary of completed deliverables, as outlined by budget line, that have taken place in accordance with the terms of the grant agreement, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. Invoices and reports shall be submitted to:

Whitney McVeigh  
Education Consultant II  
Whitney.R.Mcveigh@doe.nh.gov

## 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 June 2022

Contractor Initials *RMC*  
Date *26 MAY 2025*

## 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 June 2022

Contractor Initials PMC  
Date 14 MAY 2025

## Exhibit F

### Anti-Lobbying

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

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

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

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

- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The 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 June 2022

Contractor: Initials RAMC  
Date 16 MAY 2025

## 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 June 2022*

Contractor Initials *RMC*  
Date *16 MAY 2025*

**Corporate Resolution**

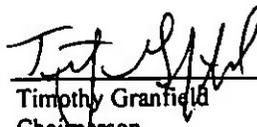
I, Timothy Granfield, hereby certify that I am duly elected Clerk/Secretary/Officer of Dover Housing Authority. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 22, 2025, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Ryan M. Crosby, Secretary (may list more than one person) is duly authorized to enter into contracts or agreements on behalf of Dover Housing Authority with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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 to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Corporate Resolution. 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:** April 22, 2025

**ATTEST:**

  
\_\_\_\_\_  
Timothy Granfield  
Chairperson





## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

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

<b>Participating Member:</b> Dover Housing Authority 62 Whittier Street Dover, NH 03820-2994	<b>Member Number:</b> 551	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> PO Box 23 Hooksett, NH 03106-9716
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not
<input type="checkbox"/> <b>General Liability (Occurrence Form)</b> <input type="checkbox"/> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence General Aggregate Fire Damage (Any one fire) Med Exp (Any one person)
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> Statutory Each Accident    \$2,000,000 Disease – Each Employee    \$2,000,000 Disease – Policy Limit
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	Primex <sup>3</sup> – NH Public Risk Management Exchange
			By: <i>Mary Beth Purcell</i>
State of NH Department of Education 25 Hall Street Concord, NH 03301			Date: 5/14/2025    mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax