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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 a grant agreement with Friends of Seabrook Community (FOSC), Seabrook, New Hampshire (366942), in the amount of $102,070.00 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 and encumbrances between fiscal years through the Budget Office if needed and justified.

06-56-56-562010-25190000-072-500577 Title IV-B 21st Cent Community

Fiscal Year	Class/Account	Class Title	Total Amount
2026	072- 500577	Grants Federal	$102,070.00

EXPLANATION

This summer programing is designed with a supplemental approach to the grantees already approved 21st CCLC Title IV, Part B program. The goal of the 21st 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.

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 Friends of Seabrook Community in Seabrook, NH in collaboration with the Seabrook School District. This collaborative approach will serve Seabrook Elementary School and Seabrook Middle 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 for the grant. A rigorous peer review was conducted 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 21st Century Community Learning Centers (21st 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)
	Potential Points	**8**	**8**	**14**	**14**	**14**	**10**	**8**	**8**	**5**	**5**	**5**	**5**	**104**
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

Name of Reviewers	Title
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.

1.1. State Agency Name New Hampshire Department of Education (NHED)		**1.2. State Agency Address** 25 Hall Street Concord, NH 03301	
1.3. Grantee Name Friends of Seabrook Community		**1.4. Grantee Address** PO Box 2901 Seabrook, NH 03874	
1.5 Grantee Phone # 603-997-1909	**1.6. Account Number** See Exhibit C	**1.7. Completion Date** 9/30/2025	**1.8. Grant Limitation** $102,070.00
1.9. Grant Officer for State Agency Whitney McVeigh		**1.10. State Agency Telephone Number** 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."**			
1.11. Grantee Signature 1 Forrest Carter Jr 5/16/2025		**1.12. Name & Title of Grantee Signor 1** Forrest Carter, Jr. / Executive Director	
Grantee Signature 2		**Name & Title of Grantee Signor 2**	
Grantee Signature 3		**Name & Title of Grantee Signor 3**	
1.13 State Agency Signature(s) Frank Edelblut		**1.14. Name & Title of State Agency Signor(s)** Frank Edelblut, Commissioner of Education	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) Elizabeth A. Brown **By:** Elizabeth Brown, Attorney **Assistant Attorney General, On:** 6 / 2 / 2025			
1.16. Approval by Governor and Council (if applicable) **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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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

8. with, the entity identified as the Grantee in block 1.3 of these provisions

8.1. PERSONNEL.

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

8.2. to perform such Project under all applicable laws.

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

8.3. the State, or who is a State officer or employee, elected or appointed.

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

9. Officer, and his/her decision on any dispute, shall be final.

9.1. DATA; RETENTION OF DATA; ACCESS.

As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. EVENT OF DEFAULT; REMEDIES.

11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

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

11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

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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 intend of the parties hereto.

22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

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Date 05/16/2025

EXHIBIT A

Special Provisions

Additional Exhibits D-G

Federal Certification 2 CFR 200.415

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

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

EXHIBIT B

Scope of Services

The program services provided by the 21st CCLC grant cited above will be coordinated by the Friends of Seabrook Community (FOSC) in Seabrook, NH in collaboration with the Seabrook School District. This collaborative approach will serve Seabrook Elementary School and Seabrook Middle School youth and their families.

Programming is facilitated in partnership with the Seabrook Recreation Department and within the Seabrook Community Center Building, with office space for administrators within the Seabrook School District building. FOSC's summer program is Title IV, Part B funded and currently services approximately 100 students per day, grades Kindergarten through 8th grade from Seabrook Elementary School (SES) and Seabrook Middle School (SMS).

The table below offers a detailed description of supplemental Science, Technology, Engineering, Arts and Math (STEM) programming, content, and supports that this grant agreement will fund:

Programming Content: STEM Outdoor Safety, Local Marsh Ecology, and Hike Program
OFF-Campus Extension: Seacoast Science Center and State & Community Parks.
Academic Components: • Daily Journal Writing & Reflection. • American Red Cross Student Outdoor Safety Certification. • Geographic Map Curriculum of Marsh & Estuaries with Math focus in distance. • Identification of local fauna & foliage, nature awareness, and identification of outdoor local safety. • Emphasis on the Scientific Method and Experiential Learning.
Programming Content: Theater in the Outdoors
OFF-Campus Extension: Theater in the Open (Community Partner) & Visits to Local Theaters/Productions.
Academic Components: • Daily Journal Writing & Reflection. • Monologue creation & development & presentation. • STEM Body Mechanics with Yoga & Movement with exit ticket evaluation. • Small group practice & presentations of 3 – 5 person productions. • Theater in the Open inclusion at Maudsley State Park. • Musicals & Theater language and dialogue immersion. • Facial Expressions and body language (self- awareness, social awareness). • Explore Technology advancements in Theater Productions
Programming Content: Kayaking & STEM Ocean Discovery
OFF-Campus Extension: Kayaking local marshes and freshwater areas, Tide Pooling Visits & Immersions
Academic Components: • Daily Journal Writing & Reflection.

- Photo Journaling of Discoveries/Experiences.
- Middle School Students teach Elementary students of what outdoor science discoveries they have learned.
- SES/SMS buddy tide pooling project.
- Kayaking Immersion with STEM focus on body mechanics when kayaking, muscle strengthening, and balance activities.
- Incorporating MATH & Engineering in Kayak selection including body weight, size, and creating their own Do It Yourself (DIY) Kayak!
- Explore Water Resistant Technology through the lens of STEM and the Scientific Method.

Programming Content: Paddle Boarding & Fishing 101

OFF-Campus Extension: Paddle Boarding in Local Water Areas, Fishing in local Water Areas, NH Fish & Game Visit & Instruction

Academic Components:

- Daily Journal Writing & Reflection.
- Photo Journaling of Discoveries/Experiences.
- Yoga on Paddle Boards with STEM focus in breathing, staying focused, and emphasis on the scientific method to improve their skills.
- STEM focus in buoyancy with supporting activities.
- Paddle Boarding Immersion with STEM focus on body mechanics when kayaking, muscle strengthening, and balance activities.
- Incorporating MATH & Engineering in Paddle Board selection including body weight, size, and creating their own DIY Paddle Board!
- STEM Fishing 101 teaches all level of students HOW to fish, how to maintain safety when fishing, and the "catch & release" method of fishing, preserving our fishing areas!
- Math & Engineering & Science is incorporated with the Scientific Method by digging for worms. Example, in a certain measured space, how many worms did you find? Why? Does moisture matter? What about weather? What about the dirt composition.
- Explore technology that will allow us to discover the dirt composition and make scientific hypothesis we then put to the test

The table below includes program expense details:

Category	Description of Costs	Anticipated Cost
Personnel Costs	4 Off-Campus Leaders: 4 X $20.00/hr. X 40/hrs. X 8/wks. = $25,600 4 Academic Advisors: 4 X $35.00/hr. X 24/hrs. X 8/wks. = $26,880	$52,480.00
Staff Training / Professional Development	4 American Red Cross Water Safety Instructor Certifications: 4 X $150.00 = $600.00 4 American Red Cross Outdoor Wilderness Safety Certifications: 4 X $150.00 = $600.00 3-Day Project Adventure Staff Training Facilitator: $3,600.00 4 NH Fishing Licenses for Off-Campus Leaders: 4 X $60.00 = $240.00	$5,040.00
Instructional Materials	4 Student Microscopes: 4 X $500.00 = $2,000.00	$2,000.00

Technology / Equipment	4 Paddle Boards: 4 X 350.00 = $1,400.00 16 Fishing Rods for Elementary Age Students: 16 X 100.00 = $1,600.00 24 Outdoor Seats (Portable for Hiking): 24 X $125.00 = $3,000.00	$6,000.00
Program Supplies	100 Writing Journals & Educational Supplies (Pencils, Pens, Markers, etc.): $1,200.00 Outdoor Safety Materials (Bug Spray, Sun Block, Med/Safety Kit, etc.): $1,500.00	$2,700.00
Field Trips / Experiential Learning	Kayaking Excursion Facilitation/Instructor for 100 Students = $6,800.00 Paddle Board Excursion Facilitation/Instructor: 50 Students X $100 Per Student = $5,000.00 Project Adventure Facilitation/Instructor: 5-Days X $800.00 per day = $4,000.00 American Red Cross Outdoor Safety Certifications for 50 Students: 50 Students X $20.00 = $1,000.00 Theater Facilitation/Instructor: 5-Days X $400.00 per day = $2,000.00 Fish 101 Facilitation/Instructor: 5-Days X $250.00 = $1,250.00	$20,050.00
Student Transportation	1 15-Passenger Van Rental for 8-Weeks: Rental per week $1,500.00 X 8 Weeks = $12,000.00 Van Summer Expenses: $1,800.00	$13,800.00
Total Cost:		**$102,070.00**

EXHIBIT C

Method of Payment

BUDGET

Expense Category	FY26
Personnel Costs	$52,480.00
Staff Training-Professional Development	$5,040.00
Instructional Materials	$2,000.00
Technology-Equipment	$6,000.00
Program Supplies	$2,700.00
Field Trips-Experimental Learning	$20,050.00
Student Transportation	$13,800.00
FY Total	$102,070.00

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 $102,070.00. 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 the following account 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 and encumbrances between fiscal years through the Budget Office if needed and justified.

06-56-56-562010-25190000-072-500577 Title IV-B 21st Cent Community

Fiscal Year	Class/Account	Class Title	Total Amount
2026	072- 500577	Grants Federal	$102,070.00

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.

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.

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.

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

Certificate of Authority

I, Jill Gordon, hereby certify that I am a duly appointed representative of
Name of person filling out this form

Friends of Seabrook Community I hereby certify that Forrest E. Carter Jr., Executive Director, is
Name of company — Name & Title of person who signed contract

authorized to execute contracts on behalf of Friends of Seabrook Community and may bind the
Name of company

organization thereby.

I hereby certify that said authority 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. 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: 04/18/2025

Attest: Jill Gordon, Chairman
Name & Title of person filling out this form

State of New Hampshire

Department of State

CERTIFICATE

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

Business ID: **747600**

Certificate Number: **0007163165**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 18th day of April A.D. 2025.

David M. Scanlan

Secretary of State

FRIEOFS-16 AEMERY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/18/2025

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
World Insurance Associates, LLC
64 Portsmouth Ave
Exeter, NH 03833

CONTACT NAME: Amanda Emery
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: amandaemery@worldinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Technology Insurance Company	42376
INSURER B : Wesco Insurance Company	25011
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Friends of Seabrook Community
PO BOX 2901
Seabrook, NH 03874

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			[redacted]	7/15/2024	7/15/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	X GL 990252						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			[redacted]	7/15/2024	7/15/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
(2023) Any Person or Organization including Certificate Holder is additional insured if written signed contract or agreement to such exists prior to loss subject to form indicated above in General Liability section.

CERTIFICATE HOLDER

New Hampshire Department of Education
25 Hall Street
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

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The ACORD name and logo are registered marks of ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/18/2025

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

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

PRODUCER
AP INTEGO INSURANCE GROUP, LLC
375 Woodcliff Dr.
Suite 103
Fairport NY 14450

CONTACT NAME: AP Intego Insurance Group, LLC
PHONE (A/C, No, Ext): 888-289-2939 FAX (A/C, No):
E-MAIL ADDRESS: certs@apintego.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Property Casualty Company Of America	25674
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Friends of Seabrook Community
PO Box 2901
Seabrook NH 03874

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE / OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		[redacted]	07/13/2024	07/13/2025	X WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

CERTIFICATE HOLDER
NH Dept of Education
25 Hall Street
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
Ann Ryan

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Clear All

Friends of Seabrook Community (FOSC)

Mission Statement

"The Friends of Seabrook Community creates and supports safe and healthy educational and recreational spaces and opportunities in Seabrook, NH."

Friends of Seabrook Community

Statement of Financial Position

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
PayPal Bank	0.00
Provident Bank	103,992.97
Total Bank Accounts	**$103,992.97**
Other Current Assets	
Payments to deposit	0.00
Total Other Current Assets	**$0.00**
Total Current Assets	**$103,992.97**
Fixed Assets	
Furniture	
Original Cost	3,370.00
Total Furniture	**3,370.00**
Vehicles	
Original Cost	43,598.00
Total Vehicles	**43,598.00**
Total Fixed Assets	**$46,968.00**
TOTAL ASSETS	**$150,960.97**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CREDIT CARD (0388) - 4	397.88
Discover card (0153)	1,485.71
Total Credit Cards	**$1,883.59**
Other Current Liabilities	
Commercial Loan 3284	0.00
Direct Deposit Payable-1	0.00
Loan to Director	0.00
Payroll Liabilities	
Direct Deposit Payable	0.00
Federal Taxes (941/944)	0.00
MA Income Tax	90.48
ME Income Tax	403.00
NH Unemployment Tax	645.01
Total Payroll Liabilities	**1,138.49**
Total Other Current Liabilities	**$1,138.49**
Total Current Liabilities	**$3,022.08**
Total Liabilities	**$3,022.08**

Friends of Seabrook Community

Statement of Financial Position

As of December 31, 2024

	TOTAL
Equity	
Equity Variance to Prior Year	0.00
Net Assets	86,968.56
Non Profit Equity	
Friends of Seabrook Community Beginning Balance	456.56
Total Non Profit Equity	**456.56**
Net Revenue	60,513.77
Total Equity	**$147,938.89**
TOTAL LIABILITIES AND EQUITY	**$150,960.97**

Friends of Seabrook Community

Statement of Activity

January - December 2024

	TOTAL
Revenue	
Contributed income	
21st CCLC	359,350.77
Corporate & foundation grants	20,172.60
Donations Businesses	184,716.53
Total Contributed income	**564,239.90**
Total Revenue	**$564,239.90**
GROSS PROFIT	**$564,239.90**
Expenditures	
Contract & professional fees	
Accounting fees	1,900.00
Contracted Services	18,685.58
Professional Development	1,599.67
Total Contract & professional fees	**22,185.25**
Entertainment & Meals	
Meals	1,508.45
Total Entertainment & Meals	**1,508.45**
Insurance	
Business Insurance	15,833.69
Health insurance & accident plans	15,729.11
Total Insurance	**31,562.80**
Interest Expense	1,605.31
Office expenses	
Advertising & marketing	832.81
Bank fees & service charges	126.20
Equipment	649.95
Furniture under $2,500.-	2,143.69
Internet Expenses	2,000.00
Memberships & Subscriptions	159.00
Office supplies	1,127.08
Shipping & postage	182.00
Software & Apps	2,899.40
Verification Fees	254.25
Total Office expenses	**10,374.38**
Payroll expenses	
Payroll Processing Fees	3,161.00
Salaries & wages	288,396.63
Taxes	24,205.40
Workers' compensation insurance	3,115.56
Total Payroll expenses	**318,878.59**
Supplies & materials	105,183.47

Friends of Seabrook Community

Statement of Activity

January - December 2024

	TOTAL
Travel	2,530.29
Utilities	
Telephone Expenses	2,290.60
Total Utilities	**2,290.60**
Total Expenditures	**$496,119.14**
NET OPERATING REVENUE	**$68,120.76**
Other Expenditures	
Payroll Discrepancies	200.81
Vehicle Expenses	
Gas & Fuel	1,271.42
Parking & Tolls	197.50
Vehicle Insurance	1,290.00
Vehicle Repairs	4,647.26
Total Vehicle Expenses	**7,406.18**
Total Other Expenditures	**$7,606.99**
NET OTHER REVENUE	**$ -7,606.99**
NET REVENUE	**$60,513.77**

Friends of Seabrook Community

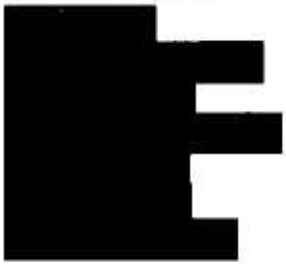
Statement of Cash Flows

January - December 2024

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	60,513.77
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
CREDIT CARD (0388) - 4	397.88
Discover card (0153)	676.01
Commercial Loan 3284	0.00
Direct Deposit Payable-1	0.00
Loan to Director	0.00
Payroll Liabilities:Direct Deposit Payable	0.00
Payroll Liabilities:Federal Taxes (941/944)	-1,575.84
Payroll Liabilities:MA Income Tax	90.48
Payroll Liabilities:ME Income Tax	240.00
Payroll Liabilities:NH Unemployment Tax	111.27
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**-60.20**
Net cash provided by operating activities	**$60,453.57**
FINANCING ACTIVITIES	
Equity Variance to Prior Year	-456.56
Non Profit Equity:Friends of Seabrook Community Beginning Balance	456.56
Net cash provided by financing activities	**$0.00**
NET CASH INCREASE FOR PERIOD	**$60,453.57**
Cash at beginning of period	43,539.40
CASH AT END OF PERIOD	**$103,992.97**

Friends of Seabrook Community (FOSC)
Board of Directors

Barbara Shae



Melanie Eaton

Forrest E. Carter Jr., M.Ed.

Owen Carter-Duffy

Jill Gordon

Marcella Dow

KEY PERSONNEL SHEET 2025

Forrest E Carter Jr: Program Director

Annual Salary: $70,720

Annual Salary Paid by Contract: $70,720

Owen Carter-Duffy: Site-Coordinator/Assistant Director

Annual Salary: $47,743.60

Annual Salary Paid by Contract: $47,743.60

Leah Callahan: Site-Coordinator

Annual Salary: $37,240

Annual Salary Paid by Contract: $37,240

Forrest E. Carter Jr.

[redacted] [redacted]

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

EDUCATION

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

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

CERTIFICATIONS/AWARDS

NH Praxis Completed
November 28th, 2012

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

Certified Park & Recreation Professional
January 2015 - Current

Certified Project Alert Educator
January 2011 - Current

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

NH Champion for Children
2018

NH Afterschool Ambassador, *Afterschool Alliance*
2014-Current

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

EXPERIENCE

2021 – Current

Program Director, Seabrook Adventure Zone (21st Century CCLC) ***(FOSC Fiscal Agent)***
Collaborative partnership between Seabrook School District (Elementary & Middle School Sites) & Friends of Seabrook Community in Seabrook, NH 03874

- ***Budget*** management of a $400,000 + budget for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
- ***Review below as the program continues with the added Elementary Site.***

2011 – 2021

Program Director, Seabrook Adventure Zone (21st Century CCLC) ***(SYS Fiscal Agent)***
Collaborative partnership between Seabrook Middle School & Seacoast Youth Services in Seabrook, NH 03874
Responsible for the program design, management, implementation, and evaluation of an academic, recreational, and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- ***Curriculum Development and Academic Integration*** for afterschool programming that reflects and supports the curriculum during the school day, along with integrating into curriculum innovative and project/inquiry based activities and training staff to do this as well.
- ***Technology Leadership*** with the CAYEN 21st CCLC database, the I4SEE education system, as well as Performance Pathways and being individually contracted through the Department of Education to lead trainings with colleagues and professionals about the CAYEN database system and the many functions it provides. Also by providing programming to youth and staff that integrate technology tools, including Map Your World, Mind (Mine) Craft, and a variety of other innovative programs.
- ***Positive Relationship Building*** by educating staff and youth on the 7 elements that makes up a strong, positive, healthy relationship. Positive Relationship Building is essential and a large emphasis in staff professional development, as well is integrated into programming throughout each session.
- ***Sustainability & Revenue Development*** with the successful writing of the 21st CCLC, Best Buy, Hannaford, CLIF, and Exeter Rental Grants and creating strong community partnerships that have sustained and expanded the consistently growing program.
- ***Community Advisory Board Leadership*** during monthly/bi-monthly meetings and maintaining effective collaboration with partners, community organizations, and board members.
- ***Summer Planning Team*** responsible for organizing and creating the Summer Conference for all 21st Century programs in New Hampshire.
- ***Internship Supervisor*** for High School Extended Learning Opportunities students (ELO's) and College interns from the University of New Hampshire, Northern Essex Community College, and Southern New Hampshire University.
- ***Project Adventure Certified (136 Hours)*** incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.
- ***Evaluation*** of staff, interns, and program goals by using the on-line and data base programs of Youth Services, Cayen, I4See, and Performance Pathways, as well as satisfaction surveys for youth, parents, and community leaders and a three tiered evaluation process for staff.
- ***Budget*** management of a $200,000 + budget for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
- ***Human Resource Management*** responsible for hiring, evaluating, and managing all SAZ personnel, volunteers, and community partners.

2009 – 2011

Youth Program Director, Seacoast Youth Services (non profit)
867 Lafayette Rd., Seabrook, NH 03874
Responsible for implementation of after school, weekend, evening, and summer programming for at-risk middle and high school aged youth and adolescents in the New Hampshire seacoast area.

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

2013 – Current

Afterschool Master Professional Workshop Trainer, Faculty, Individual Mentor, and Program Consultant, ACROSS NH DHHS
Develops, coordinates, and facilitates workshops for all audiences with a focus on Project Adventure, Curriculum Development, Staff Communication, Diversity, and Positive Youth Development content and design throughout the state of New Hampshire.

2014 – Current

Adjunct Faculty, Manchester Community College
1066 Front St., Manchester, NH
Adjunct faculty professor responsible for teaching Introduction to School Age Programming and School Age Environment & Curriculum to undergraduate students.

2008-2010

Coordinator, Teen Leadership Adventures Program (non profit)
Seabrook Community Center, Seabrook, NH 03874
Designed, proposed, and implemented the program successfully.
Responsibilities include offering adventure based activities, free tutoring, and leadership trainings to adolescents in the town of Seabrook, NH at low, subsidized costs. Other duties include volunteer management, allocating program funding, leadership public training, and organizing adventure trips.

- ***Volunteer Management*** and scheduling for 35 volunteers that assist various program activities, including volunteer tutors, chaperones, and leadership training instructors.
- ***Leadership Trainings*** held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.

- ***Donations/Contributions of Funding*** were allocated through direct contacts and networking within and outside of the community. Official letters, interviews, and sponsorships were attained by numerous methods, including e-mail, letters, telephone, and Internet.

2003 – 2009 **Site-Director, Seabrook YMCA School's Out Program (non profit)**
Southern District YMCA – Camp Lincoln, Kingston, NH 03848
Responsibilities include offering a quality after school program for children grades K-6, organizing and implementing activities, tutoring children with homework, supervising and managing staff members and pay roll sheets, as well as parent correspondence.

VOLUNTEER/COMMUNITY SERVICE

2013-2020	6 Flags Read 2 Succeed Event w/SAZ & SMS
2016 - Current	SMS Nature/Fitness Trail
2016-Current	Veteran's Memorial Park Playground
2009-2016	Servapalooza Volunteer Day

MEMBERSHIPS/AFFILIATIONS

Seabrook NH School District School Board Member/Chairman for 2 3-Year Terms
Winnacunnet High School Budget Committee Board Member for 1 1-Year Term
Friends of the Seabrook Community (FOSC) Board Chairman 2016-2021
Friends of Seabrook Community Executive Director 2021-Current
Association of Experiential Education Member
National Afterschool Association Member
National Recreation & Parks Association Member
NH Notary

TECHNOLOGY

Microsoft Office Power point,, Word, Excel, Publisher, Adobe Workshop & Illustrator, Print Shop, IPhoto, IMovie, Movie Maker, SPSS, Black Board, I4SEE, Performance Pathways, CAYEN database system, Google Drive, ProSolutions

Leah Callahan

SKILLS

Adaptable, good communicator, skilled delegator, quick thinker, involved listener, patient, determined, organized.

Proficient in Microsoft Word, Excel and Powerpoint.

EXPERIENCE

Seabrook Elementary School, Seabrook, NH

Educational Assistant

August 2019- September 2021

- Behavior Management within classrooms grades Pre-K-4.
- Provided support for Non- Verbal autistic students such as communication (with communication device and verbally), academics, personal care, daily activities, eating.
- Managing online Medicare data for students

Seabrook Adventure Zone, Seabrook, NH - *Program Leader*

SEPTEMBER 2016 - PRESENT

- Program and curriculum creation, staff delegation, behavior management, administrative duties, running activities and leading large groups of children

Seabrook Recreation Department, Seabrook, NH - *Group Leader & Office Assistant*

JUNE 2016- PRESENT

- Curriculum planning, behavior management, running games and activities with large groups of children grades Pre-K - 4th.
- Answering phones, creating rosters, updating websites, filling out reports, managing invoices and online registrations, parent and patron support .

EDUCATION

Northern Essex Community College, Haverhill, MA - *Associates Degree in General Studies*

SEPTEMBER 2014- DECEMBER 2017

Member of Pathways to Academic & Career Excellence Program

Various trainings with ACROSS NH

University of New Hampshire - 2018

One semester undergraduate- no degree earned

CERTIFICATIONS

First Aid & CPR

Youth Mental Health First Aid

Registered Behavior Technician (40 Hour Training, did not take final registration test)

Project Wild Education Certification (NH Fish and Game)

Owen Hunor Carter-Duffy

[redacted] [redacted]

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

EDUCATION

Campbell Highschool Litchfield, NH
Graduation Date: June 7th, 2012

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

CERTIFICATIONS/MEMBERSHIPS

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

Friends of Seabrook Community (FOSC) Treasurer
2017 – Current

CPI Certified
2018-Current

Youth Mental Health First Aid Certification
2018-Current

Serve Safe Food Handling Certified
2017 – Current

Safety Certified Gymnastics Instructor Certification
2012 – Current

EXPERIENCE

July 2021 – Current

Site-Director/Assistant Director, Seabrook Adventure Zone (21st Century CCLC)
Collaboration between Seabrook School District, Friends of Seabrook Community (FOSC), and other Community Partners in Seabrook, NH 03874
Responsible for the program design, management, implementation, and evaluation of an academic, recreational, and positive social development after school program with foundations based on Experiential Learning and Project Adventure.

- ***Curriculum Development and Academic Integration*** for afterschool programming that reflects and supports the curriculum during the school day, along with integrating into curriculum innovative and project/inquiry-based activities and training staff to do this as well.
- ***Technology Leadership*** with the CAYEN 21st CCLC database, the I4SEE education system, and providing programming to youth and staff that integrate technology tools, including Map Your World, Mind (Mine) Craft, and a variety of other innovative programs.
- ***Staff Oversight & Supervision*** every day of the SAZ program, offering insights, support, and professional development necessary to support staff needs and development.
- ***School Day Alignment*** by communicating with school day educators & administration, ensuring that seamless transitions between the school day and afterschool are followed and that students obtain the necessary supports for success.
- ***Community Advisory Board Leadership*** during monthly/bi-monthly meetings and maintaining effective collaboration with partners, community organizations, and board members.
- ***Internship Supervisor*** for High School Extended Learning Opportunities students (ELO's) and College interns from the University of New Hampshire, Northern Essex Community College, and Southern New Hampshire University.
- ***Project Adventure Certified*** incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.

- ***Evaluation*** of staff, interns, and program goals by using the on-line and data base programs of Cayen, I4See, and QuickBooks, as well as satisfaction surveys for youth, parents, and community leaders and a three-tiered evaluation process for staff.
- ***Human Resource Management*** responsible (shared with the Director) for hiring, evaluating, and managing all SAZ personnel, volunteers, and community partners.

August 2018 – June 2020 **Seabrook School District Educational Associate**
256 Walton Rd., Seabrook NH 03874

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

September 2014 – June 2021 **Assistant Site-Coordinator/Healthy Living Specialist/Gymnastics Instructor/Program Leader, Seabrook Adventure Zone (21st Century CCLC)**
Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874
Responsible for curriculum development, program leadership, SAZ gardening and beautification, sports programming, activity implementation, and evaluation support of all youth positive social development programs with foundations based on both the 4-H values and Project Adventure.

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

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

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

TECHNOLOGY

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