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Caitlin D. Davis
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
Department of Education
25 Hall Street
Concord, NH 03301
TEL. (603) 271-3495

September 9, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Division of Learner Support, Bureau of Career Development and Adult Education to enter into a **sole source** amendment to an existing contract with Holy Cross Family Learning Center (VC# 280545) Manchester, New Hampshire, by increasing the price limitation by $38,637.76 from $236,911.30 to $275,549.06 to continue providing adult education and literacy programs as defined under the Workforce Innovation and Opportunity Act of 2014, with no change to end date, effective upon Governor and Council through June 30, 2026. The original contract was approved by Governor & Council on June 28, 2023, Item #209. 21% Federal, 79% General Funds.

Funds are available in the following accounts for Fiscal Year 2026, with the authority to adjust budget line items within the price limitation through the Budget Office if needed and justified.

06-56-56-562010-40370000 Adult Education-Federal

Fiscal Year	Class/ Account	Class Title	Current Budget	Increased (Decreased) Amount	Revised Budget
FY 2024	072-500575	Grants Federal	$16,479.32	$0	$16,479.32
FY 2025	072-500575	Grants Federal	$22,994.40	$0	$22,994.40
FY2026	072-500575	Grants Federal	$28,460.55	$8,216.55	$36,677.10
		Total	$67,934.27	$8,216.55	$ 76,150.82

06-56-56-562010-40390000 Adult Education-State

Fiscal Year	Class/ Account	Class Title	Current Budget	Increased (Decreased) Amount	Revised Budget
FY 2024	601-500931	State Fund Match	$60,168.68	$0	$60,168.68
FY 2025	601-500931	State Fund Match	$81,862.80	$0	$81,862.80
FY2026	601-500931	State Fund Match	$26,945.55	$30,421.21	$57,366.76
		Total	$168,977.03	$30,421.21	$199,398.24

Fiscal Year	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	$76,648.00	$0	$76,648.00
2025	$104,857.20	$0	$104,857.20
2026	$55,406.10	$38,637.76	$94,043.86
Total	$236,911.30	$38,637.76	$275,549.06

EXPLANATION

This request has become **sole source** because the price increase represents more than 10% of the contract total. The additional funds are needed because there has been an increase in enrollment in the program.

A Request for Proposals (RFP) was advertised on January 13, 2023 on the NH Department of Education's website. Twenty-one (21) proposals were received and nineteen (19) proposals met the criteria contained in WIOA. Nineteen (19) grants were awarded to seven private-not-for-profit organizations, ten school districts and one governmental agency.

This adult education and literacy program funding is designed to provide support to the grantees already approved as adult education programs; Holy Cross Family Learning Center is currently in year three of a three-year grant award cycle. The goals of the adult education and literacy program operated under the Workforce Innovation and Opportunity Act of 2014 (WIOA) are to assist adults through academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment.

Annual performance measures, including making skill gain, attaining credentials, obtaining and retaining employment as well as the determination of a median wage after exit, are reported through the National Reporting System at the U.S. Department of Education.

The Bureau of Adult Education provides educational services to approximately seven thousand adults each year. Holy Cross Family Learning Center began providing ESL classes on Manchester's west side more than twelve years ago to increase accessibility for the growing number of new Americans in the Manchester area. Holy Cross, with only one paid staff person, utilizes a corps of volunteers to teach more than one hundred students each year.

NHED has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract.

Holy Cross Family Learning Center is a non-profit organization, and NHED has confirmed the vendor is registered and in good standing with the Department of Justice's Charitable Division. Documents supporting these assertions are available at the agency, for review upon request.

Respectfully submitted,

Caitlin D. Davis
Commissioner of Education

AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT

Now come the New Hampshire Department of Education hereinafter "the Agency," and Holy Cross Family Learning Center (VC #280545), Manchester, NH, hereinafter "the Contractor" and, pursuant to an agreement between the parties that was approved by the Governor and Council on June 28, 2023 (#209) agree to modify same as follows:

1. Amend Section 1.8 Price Limitation by increasing the amount by $38,637.76 from $236,911.30 to $275,549.06
2. Amend Exhibit C Budget by removing the current Budget and replacing with:

Budget

	FY24	FY25	FY26	Total
Salaries	$51,500.00	$53,045.00	$54,636.35	$159,181.35
Purchased Property Services	$1,902.12	$7,684.00	$5,900.00	$15,486.12
Other Purchased Property Service	$5,438.01	$6,738.71	$6,600.00	$18,776.72
Supplies	$10,918.87	$15,946.14	$14,385.16	$41,250.17
Other Objects	$173.00	$173.00	$188.07	$534.07
Indirect Costs	$6,716.00	$9,532.47	$3,334.28	$19,582.75
Professional Technical Services	$0	$9,000.00	$9,000.00	$18,000.00
Property	$0	$2,737.88	$0	$2,737.88
Total	$76,648.00	$104,857.20	$94,043.86	$275,549.06

3. Amend Exhibit C, Limitation on Price, by removing number 6 and replacing with:

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 $275,549.06. 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.

4. Amend Exhibit C, by removing Funding Source and replacing with:

Funding Source: Funds are available in the following accounts for Fiscal Year 2026, with the authority to adjust budget line items within the price limitation through the Budget Office if needed and justified

06-56-56-562010-40370000 Adult Education-Federal

Fiscal Year	Class/ Account	Class Title	Current Budget	Increased (Decreased) Amount	Revised Budget
FY 2024	072-500575	Grants Federal	$16,479.32	$0	$16,479.32
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FY2026	072-500575	Grants Federal	$28,460.55	$8,216.55	$36,677.10
		Total	$67,934.27	$8,216.55	$ 76,150.82

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FY 2025	601-500931	State Fund Match	$81,862.80	$0	$81,862.80
FY2026	601-500931	State Fund Match	$26,945.55	$30,421.21	$57,366.76
		Total	$168,977.03	$30,421.21	$199,398.24

Fiscal Year	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	$76,648.00	$0	$76,648.00
2025	$104,857.20	$0	$104,857.20
2026	$55,406.10	$38,637.76	$94,043.86
Total	$236,911.30	$38,637.76	$275,549.06

5. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
6. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2026.

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

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office

By: Caitlin D. Davis 09/18/25
Caitlin D. Davis, Commissioner of Education Date

Holy Cross Family Learning Center
Name of Corporation (Contractor)

By: Janet C Valeri 9/16/25
Janet Valeri, Executive Director Date

Approved as to form, substance and execution by the Attorney General this 18 day of September, 2025.

Elizabeth A. Br
Elizabeth Brown, Attorney General Office

Approved by the Governor and Council this _____ day of _____, 20__

By: _____

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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Bureau of Adult Education
21 South Fruit Street, Suite 20
Concord, NH 03301
TEL. (603) 271-6699
FAX (603) 271-3454

May 26, 2023

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

REQUESTED ACTION

Authorize the Department of Education, Division of Learner Support, Bureau of Adult Education to enter into a contract with Holy Cross Family Learning Center (VC#280545), Manchester, New Hampshire in an amount not to exceed $236,911.30 to provide adult education and literacy programs as defined under the Workforce Innovation and Opportunity Act of 2014, effective upon Governor and Council approval from July 1, 2023 through June 30, 2026. **35% Federal Funds, 65% General Funds.**

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

Account #s	FY24	FY25	FY26
06-56-56-562010-40370000-072-500575 Grants Federal	$26,826.80	$27,631.60	$28,460.55
06-56-56-562010-40390000-601-500931 State Fund Match	$49,821.20	$51,315.84	$52,855.31
Total	$76,648.00	$78,947.44	$81,315.86

EXPLANATION

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

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

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

The Bureau of Adult Education provides educational services to approximately seven thousand adults each year. Holy Cross Family Learning Center began providing ESL classes on Manchester's west side more than twelve years ago to increase accessibility for the growing number of new Americans in the Manchester area Holy Cross, with only one paid staff person, utilizes a corps of volunteers to teach more than one hundred students each year.

Respectfully submitted,

Frank Edelblut
Commissioner of Education