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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

October 6, 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 amend an existing contract with International Institute of New England (VC# 177551), Manchester, New Hampshire by increasing the price limitation by \$19,745.43 from \$341,491.45 to \$361,236.88 with no change to the end date, to continue providing an integrated English literacy and civics education program as defined under the Workforce Innovation and Opportunity Act of 2014, effective upon Governor and Council approval June 30, 2026. The original contract was approved by the Governor & Council on June 28, 2023, Item #226. 100% Federal 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	Increase (Decrease) Amount	Revised Budget
FY 2024	072-500575	Grants Federal	\$110,482.86	\$0.00	\$110,482.86
FY 2025	072-500575	Grants Federal	\$106,285.75	\$0.00	\$106,285.75
FY 2026	072-500575	Grants Federal	\$108,412.28	\$29,176.55	\$137,588.83
Total			\$325,180.89	\$29,176.55	\$354,357.44

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

Fiscal Year	Class / Account	Class Title	Current Budget	Increase (Decrease) Amount	Revised Budget
FY 2024	601-500931	State Fund Match	\$0.00	\$0.00	\$0.00
FY 2025	601-500931	State Fund Match	\$0.00	\$0.00	\$0.00
FY 2026	601-500931	State Fund Match	\$16,310.56	-\$9,431.12	\$6,879.44
Total			\$16,310.56	-\$9,431.12	\$6,879.44

Budget Summary			
Fiscal Year	Current Budget	Increase (Decrease) Amount	Revised Budget
2024	\$110,482.86	\$0.00	\$110,482.86
2025	\$106,285.75	\$0.00	\$106,285.75
2026	\$124,722.84	\$19,745.43	\$144,468.27
Total	\$341,491.45	\$19,745.43	\$361,236.88

### EXPLANATION

NHED is requesting a change in the grant award amounts to subrecipients due to enrollment changes and availability of both state and federal funds.

The contract was originally awarded through a Request for Proposals (RFP) for Integrated English Literacy and Civics Education services, and Integrated Education & Training programs was released on March 2, 2023, on the NH Department of Education's website and distributed through the Department's communication system. Seven proposals were received and reviewed.

The purpose of the Integrated English Literacy and Civics Education (IELCE) is to prepare adults who are English language learners for, and place in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and integrate with the local workforce development system and its functions to carry out the activities of the program. The services concurrently provide instruction in literacy and English language acquisition, instruction on the rights and responsibilities of citizenship and civic participation, workforce preparation activities and workforce training leading to a recognized postsecondary credential. Funding for IELCE is provided as a specific set-aside in the Adult Education and Family Literacy Act, under title II of WIOA

The Bureau of Adult Education provides educational services to approximately seven thousand adults each year. International Institute of New England has been providing services to refugees and immigrants in Massachusetts and New Hampshire for more than a century. Since 1924, they have provided support, education, training and job placement for tens of thousands of new Americans.

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.

The International Institute of New England 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 Davis  
Commissioner of Education

**AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education hereinafter "the Agency," and International Institute of New England, Inc. (VC# 177551) 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, Item #226, agree to modify same as follows:

1. Amend Section 1.8 Price Limitation by increasing the amount by \$19,745.43 from \$341,491.45 to \$361,236.88
2. Amend Exhibit C Budget by removing the current Budget and replacing with:

**Budget**

	FY24	FY25	FY26	Total
Salaries	\$79,310.92	\$77,352.74	\$108,447.64	\$265,111.30
Benefits	\$17,027.81	\$17,505.53	\$24,867.61	\$59,400.95
Purchased Property	\$2,939.30	\$0.00	\$4,526.89	\$7,466.19
Other Purchased Property Service	\$5.23	\$200.00	\$0.00	\$205.23
Supplies	\$1,155.70	\$1,728.54	\$74.28	\$2,958.52
Indirect Costs	\$10,043.90	\$9,498.94	\$6,551.85	\$26,094.69
<b>Total</b>	<b>\$110,482.86</b>	<b>\$106,285.75</b>	<b>\$144,468.27</b>	<b>\$361,236.88</b>

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 \$361,236.88. 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	Increase (Decrease) Amount	Revised Budget
FY 2024	072-500575	Grants Federal	\$110,482.86	\$0.00	\$110,482.86
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FY 2026	072-500575	Grants Federal	\$108,412.28	\$29,176.55	\$137,588.83
<b>Total</b>			<b>\$325,180.89</b>	<b>\$29,176.55</b>	<b>\$354,357.44</b>

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

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FY 2024	601-500931	State Fund Match	\$0.00	\$0.00	\$0.00
FY 2025	601-500931	State Fund Match	\$0.00	\$0.00	\$0.00
FY 2026	601-500931	State Fund Match	\$16,310.56	-\$9,431.12	\$6,879.44
<b>Total</b>			<b>\$16,310.56</b>	<b>-\$9,431.12</b>	<b>\$6,879.44</b>

Budget Summary			
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2024	\$110,482.86	\$0.00	\$110,482.86
2025	\$106,285.75	\$0.00	\$106,285.75
2026	\$124,722.84	\$19,745.43	\$144,468.27
Total	\$341,491.45	\$19,745.43	\$361,236.88

- 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)

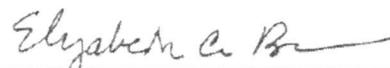
Division of Commissioner's Office

By:  10/10/2025  
 Caitlin D. Davis, Commissioner of Education Date

International Institute of New England, Inc.  
 Name of Corporation (Contractor)

By:  9/30/2025 | 11:05 AM PD  
 Jeffrey Thielman, President & CEO Date

Approved as to form, substance and execution by the Attorney General this 10 day of October, 2025.

  
 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 International Institute of New England, (VC#177551), Manchester, New Hampshire in an amount not to exceed \$341,491.45 to provide an integrated English literacy and civics education program 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. **95% Federal Funds, 5% General Funds**

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

Account #s	FY24	FY25	FY26
06-56-56-562010-40370000-072-500575 Grants Federal	\$105,205.89	\$108,362.07	\$111,612.93
06-56-56-562010-40390000-601-500931 State Fund Match	\$5,276.96	\$5,435.27	\$5,598.33
Total	\$110,482.85	\$113,797.34	\$117,211.26

EXPLANATION

Under the Workforce Innovation and Opportunity Act of 2014, a Request for Proposals (RFP) for Integrated English Literacy and Civics Education services and Integrated Education & Training programs was released on March 2, 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. Seven 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). Six grants will be awarded to two private-not-for-profit organizations and four school districts

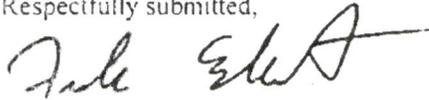
His Excellency, Governor Christopher T. Sununu  
And The Honorable Council  
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based on applications received from eligible organizations that met the criteria for funding. The school districts will receive the awarded funds through the Grants Management System used by the Department.

The purpose of the Integrated English Literacy and Civics Education (IELCE) is to prepare adults who are English language learners for, and place in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and integrate with the local workforce development system and its functions to carry out the activities of the program. The services concurrently provide instruction in literacy and English language acquisition, instruction on the rights and responsibilities of citizenship and civic participation, workforce preparation activities and workforce training leading to a recognized postsecondary credential. Funding for IELCE is provided as a specific set-aside in the Adult Education and Family Literacy Act, under title II of WIOA

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Frank Edelblut  
Commissioner of Education