

June 22, 2021

Carroll County Adult Education  
680 White Mountain Hwy  
Tamworth, NH 03886

Carroll County Commissioners  
Carroll County ARPA Committee  
95 Water Village Road  
Ossipee, NH 03864

RE: ARPA Committee Collaboration

Dear Commissioners:

We are grateful to have this opportunity to introduce you to Carroll County Adult Education and Carroll Academy. It is on the heels of a pandemic that a funding opportunity has come to our attention through our non-profit networking activities. Under your direction a County Committee has been formed to determine possible recipients of State and Local Fiscal Recovery Funds through the American Rescue Plan Act of 2021 (ARPA). We realize that this fund is a new responsibility for the commissioners and we are grateful that you accepted the money on behalf of the community. The pandemic recovery and funding opportunity seems to have hastened our meeting, yet in reality it is overdue.

We would like to introduce our school and programs that have been serving Carroll County for over 20 years. **Carroll Academy:** The Program formed a high school, **Carroll Academy**, in February, 2003. Carroll Academy provides evening high school classes for adult learners to obtain a high school diploma. In the first year of existence, Carroll Academy opened with 12 students and graduated 6 in June 2003. This past academic year (2020-21), 67 diploma learners enrolled with a graduating class of 29 Carroll Academy Diploma students; others are transferring credits to other programs/schools or are still enrolled to complete this summer. Many of these adult

learners need to take several courses in order to earn their high school diploma. Carroll Academy offers a variety of online courses. In addition to online classes we are offering in school classes at our Tamworth location this fall that include: The Ancient Honey Bee and Beekeeping, Food & Nutrition, English I/II, AHLEI's START Certified Hospitality Training course and Future Leaders of NH.

**Carroll County Adult Education:** Provides instruction in HiSET, English for Students of Other Languages (ESL), Citizenship, Basic Literacy and computer classes, college/ job application aid, assistance with studying for a driver's license, and resume writing. There are approximately 40-70 adult learners, each year throughout Carroll County, who are seeking these services. Approximately 80% of our adult learner services are students in need of their HiSET (High School Equivalency Test- same as GED) credential. This past school year we had 27 HiSET students and 17 obtained their HiSET by June 7<sup>th</sup>, 2021. In addition to teaching basic literacy classes for Northern Human Services clientele, this past school year, CCAE also partnered with the UNH Cooperative Extension and Vaughn Community Services to provide an online Basic Cooking Class so that developmentally disabled individuals could learn how to prepare meals by themselves without the assistance of their caretakers and become more independent.

Our mission as a WIOA (Workforce Innovation Opportunity Act) partner is to improve literacy, guarantee job placement and needed social services, help find childcare, housing security, and every day necessities for our students. To ensure that every student achieves a high school education and life's necessities during and after their educational journey, we have secured partnerships with the community, for and non-profit organizations, local foundations, volunteers, social services and other literacy groups which have been vital. In addition to being a member of the Chamber of Commerce, CCAE is active in the following community groups: Mount Washington Valley Job Development Coalition (share information and resources to resolve barriers to employment; in particular hard-to-place individuals, Northern Carroll County Provider's Network (core group of 25 service providers that collaborate and aim is to find solutions to the community's needs), United Ossipee Round Table, and Carroll

County Regional Coordinating Council. We are here not only to provide a high school education but to help families with all aspects of their life. These community partnerships have been vital to our adult learners taking full advantage of transportation to and from school, WIOA work programs, apprenticeships, free certification courses, childcare, veteran assistance and basic literacy classes.

Pre-pandemic funding of our program was tenuous at best, and nearly fatal. Our budget was reduced by 65%. We were able to continue services by problem solving a sleeker budget that included shutting down our North Conway office, seeking outside grants from organizations like the Tamworth Foundation, and relying on some dedicated volunteers. Sustaining this program financially to the point that it has grown and projecting into the next few years, where we will see continued effects of increased enrollment due to disrupted education across all age levels, is possible with support. However, the LEA-ESSER funds as directed thru the NH Dept of Education have missed us entirely and the school administration units that we serve are not sending dollars to our program directly. At the very minimum we ask that you support Adult Education funding in general at the State Level, but more than that we are happy to discover this opportunity, because our program distinctly qualifies us for the SLFR funds that are available to non-profits in our county. We are optimistic that this is an opportunity for us to be able to move forward, rather than retract.

Carroll County's participation in the SLFRF program has provided our county with resources to meet pandemic response needs and rebuild a stronger, and more equitable economy. By supporting the programs at Carroll County Adult Education and Carroll Academy with these dollars, the county would be directly addressing the negative economic impacts caused by the pandemic to the public sector. Often we are the catalyst from isolation and anxiety to a passing score on the next exam, full participation in the workforce, getting a driver's license, scholarship, college acceptance, or interview. In addition to serving the underserved throughout Carroll County, since 2016 we have run our HiSET and diploma classes at the Carroll County Corrections. But furthermore, we are the preventative medicine to keep those who have had their education disrupted away from a stay in that facility.

Thank you for your careful consideration on how the SLFRF will be used to address the efforts that lead to a robust recovery from an unprecedented pandemic. We are confident that this meeting is the beginning of an understanding between our two organizations and how we can cooperate to the benefit of individuals that are built up to succeed in our local economies and places of higher learning. We have documented evidence of distinct growth patterns and individual success that fit together in an overall achievement that uplifts an entire community. We would like to share with you our budgetary needs over the next three years. We will ask that you restore the funding that we lost due to budgetary neglect at the state level. This funding will allow us to continue our program and realize the positive outcomes for the prospective students that reach out to us and ask for a hand up at ever increasing rates, so that they too can participate in the recovery that they see happening around them.

Sincerely,

*Crystal Sawyer*

Crystal Sawyer, Director  
Carroll County Adult Education

## ARPA Use of Funds for 2021-2024

Chrome Books - 5 per year at approximately \$300 each = **\$4,500**

Digital Learning Subscriptions - \$599 x 3 years = **\$1,800**

Maintenance/Repairs/Electrician/Interior \$1,200 x 3 years = **\$3,600**

Signage and Marketing - \$1000 year 1 (Wooden Street Sign), \$500 year 2 & 3 = **\$2,000**

Air Quality Check and repair - <https://www.airpf.com/markets/school-facilities/>

Estimated expense **\$3,000**

Counselor (addressing mental health scenarios/ College and Career Readiness)

5 hours/ week x \$33/hour for 38 weeks =

\$165 x 38 weeks = \$6,270 x 3 years = **\$18,810**

Program Coordinator - (What we have for school year 2021-22 - 14 hours a week @ \$18/hour for 40 weeks = \$10,080 w/ benefits approx. \$12,000)

**NEED** 40 hours a week so 22 hours more per week at \$18/hr = \$396 x 40 = \$15,840 w/out benefits factored in so approx. \$19,000 X 3years = **\$57,000**

Teaching Staff - 3 more classes per semester (Fall/Spring/Summer) potential classes may include a Science class, ESL class, Hospitality Certification course, Digital Literacy, Basic Cooking or Literacy class - \$1,500 x 9 = \$13,500 X 3yrs = **\$40,500**

Food items can no longer go into our budget so I would like to supply snacks and water. For snacks/ microwave lunch \$300/yr x 3 = **\$900**. Elkay Water Bottle Filling Station with installation **\$3,000**

HiSET Exam fees - 20 Exam fees at \$125 for first year = \$2,500 - 25 Exam fees year 2 at \$125 X 25 = \$3,125 and 30 Exam fees at \$125 year 3 = \$3,750 totaling **\$9,375**

Diploma Tuition fees - 20 Class tuition fees at \$150/class 1st year = \$150 X 20 = \$3,000  
25 class tuition fees for 2nd year at \$150/class = \$150 X 25 = \$3,750 and year 3- 30  
\$150 X 30 = \$4,500 totaling **\$11,250**

**Total Ask = \$155,735**

**Delivering assistance to workers and families, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity.**

In addition, these funds can support survivor's benefits for family members of COVID-19 victims.

Rebuilding public sector capacity, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

### **F&Q - Eligibility and Allocations for SLFRP**

Under Eligibility and Allocations for SLFRP

**2.1.** What types of COVID-19 response, mitigation, and prevention activities are eligible?

...support for **prevention**, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and **other key settings like schools;**

**2.5.** What types of services are eligible as responses to the negative economic impacts of the pandemic?

Eligible uses in this category include assistance to households; small businesses and nonprofits; and aid to impacted industries.

Assistance to small business and non-profits includes, but is not limited to:

- loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Technical assistance, counseling, or other services to assist with business planning

Needs

2.8. May recipients use funds for general economic development or workforce development?

Generally, not. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency, including funds used for economic or workforce development. For example, job training for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

2.9. How can recipients use funds to assist the travel, tourism, and hospitality industries?

Aid provided to tourism, travel, and hospitality industries should respond to the negative economic impacts of the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel and hospitality industries and to



districts that were closed during the COVID-19 public health emergency, as well as aid a planned expansion or upgrade of tourism, travel and hospitality facilities delayed due to the pandemic.

2.10. May recipients use funds to assist impacted industries other than travel, tourism, and hospitality?

Yes, provided that recipients consider the extent of the impact in such industries as compared to tourism, travel, and hospitality, the industries enumerated in the statute. For example, nationwide the leisure and hospitality industry has experienced an approximately 17 percent decline in employment and 24 percent decline in revenue, on net, due to the COVID-19 public health emergency

2.11. How does the Interim Final Rule help address the disparate impact of COVID-19 on certain populations and geographies?

Eligible services include:

- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and

2.16. May recipients use funds to establish a public jobs program? [6/8]

Yes. The Interim Final Rule permits a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts

from the pandemic. That can include public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Center	2020-2021	2019-2020
Bedford Adult Diploma (SAU 25)	15	50
Dual enrolled	13	50
Title II	2	0
Carroll County Adult Education (SAU 49)	62	37
Dual enrolled	37	10
Title II	25	27
Claremont Adult Education (SAU 6)	68	58
Dual enrolled	11	28
Title II	57	30
Concord Adult Diploma (SAU 8)	54	21
Dual enrolled	3	3
Title II	51	18
Conval Adult Diploma (SAU 1)	29	20
Dual enrolled	29	19
Title II	0	1
Dover Adult Learning Center (SAU 11)	141	190
Dual enrolled	97	136
Title II	44	54
Exeter Adult Education (SAU 16)	47	47
Dual enrolled	26	17
Title II	21	30
Franklin	69	23
Dual enrolled	32	7
Title II	37	16
Goffstown Adult Diploma (SAU 19)	109	91
Dual enrolled	97	80
Title II	12	11
Keene Community Education (SAU 29)	34	59
Dual enrolled	17	47
Title II	17	12

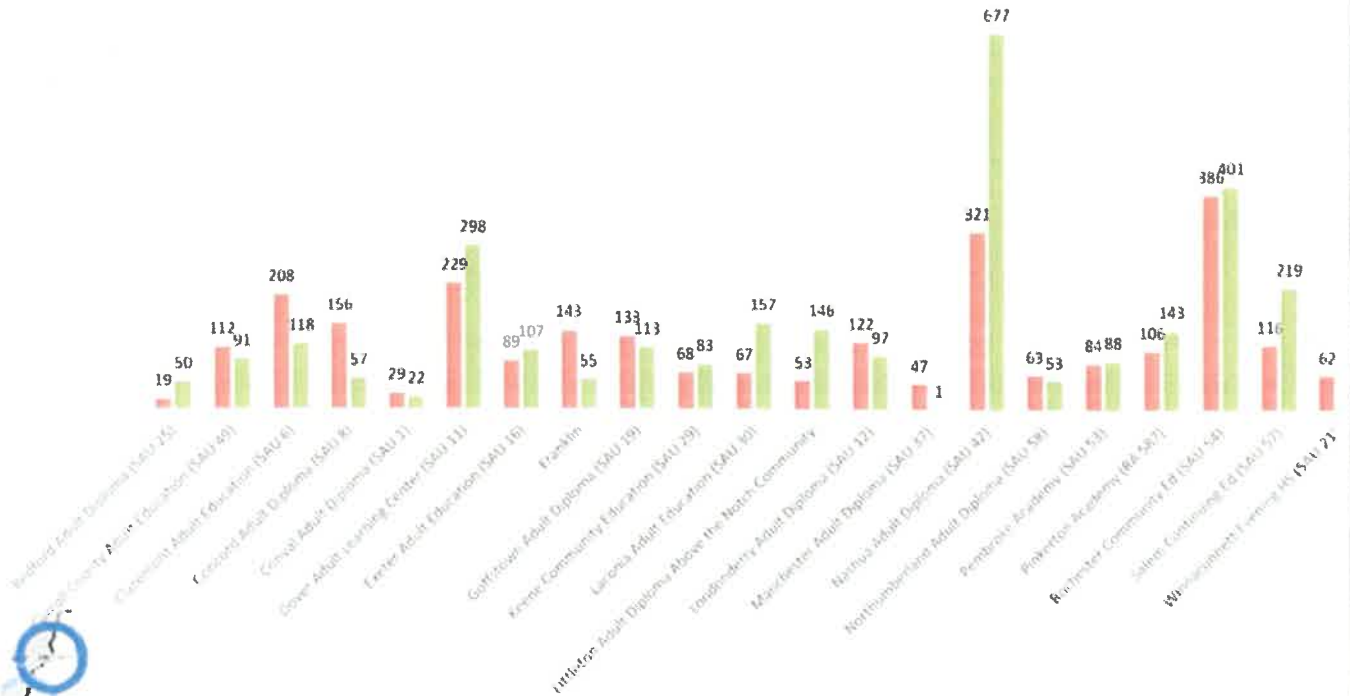
Center	2020-2021	2019-2020
Laconia Adult Education (SAU 30)	33	71
Dual enrolled	16	28
Title II	17	43
Littleton Adult Diploma Above the Notch Community School	39	68
Dual enrolled	32	29
Title II	7	39
Londonderry Adult Diploma (SAU 12)	120	93
Dual enrolled	119	91
Title II	1	2
Manchester Adult Diploma (SAU 37)	27	1
Dual enrolled	17	1
Title II	10	0
Nashua Adult Diploma (SAU 42)	267	441
Dual enrolled	240	323
Title II	27	118
Northumberland Adult Diploma (SAU 58)	27	19
Dual enrolled	9	2
Title II	18	17
Pembroke Academy (SAU 53)	68	78
Dual enrolled	60	73
Title II	8	5
Pinkerton Academy (RA 587)	102	141
Dual enrolled	100	140
Title II	2	1
Rochester Community Ed (SAU 54)	218	245
Dual enrolled	134	167
Title II	84	78
Salem Continuing Ed (SAU 57)	86	125
Dual enrolled	71	78
Title II	15	47
Winnacunnett Evening HS (SAU 21)	50	53
Dual enrolled	44	43
Title II	6	10
Closed Programs		192
Dual enrolled		162
Title II		30
Grand Total	1682	4246



## NH Adult Education

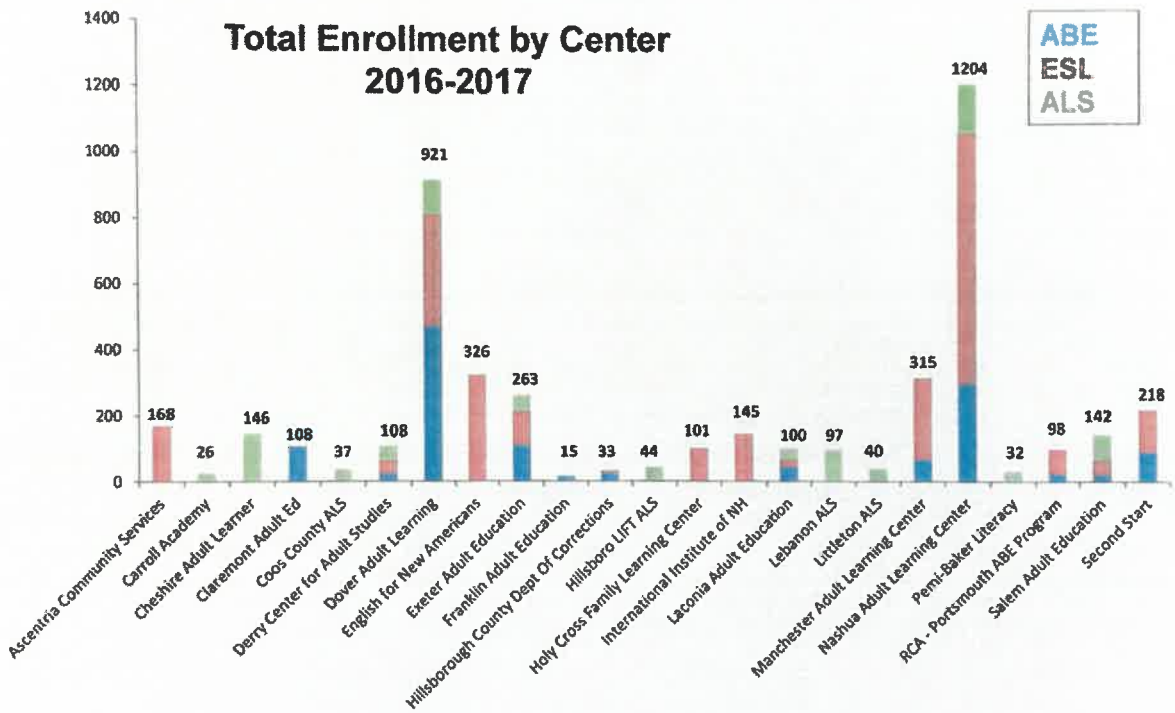
ADP Enrollment Value (Title II = 3, Dual Enrolled = 1)

2020-2021 2019-2020



NH Adult Education

### Total Enrollment by Center 2016-2017



## **Carroll County Adult Education Program Overview**

Carroll County Adult Education consists of grant monies (state and federal) for our two programs; Adult Education and Literacy (AEL) and Adult Diploma (ADP). Although the word "adult" is in both names we service students starting at age 16. The Adult Education and Literacy Program consists of the HiSET, English Second Language tutoring, Basic Cooking and Literacy classes, Hospitality Certification course, College and Career Readiness aid, computer assistance, driver's license tutoring and a basic cooking class. We service approximately 115 students a year throughout Carroll County. The Adult Diploma program has online and in person class options. In class options at our Tamworth location include the following: Northstar Digital Literacy, Ancient Honey Bee and Beekeeping, Financial Literacy, English I and II, Future Leaders of NH, Food and Nutrition and Into to Grant Writing.

### **Loss of funding**

Every 3 years, in February, Adult Education Programs write a Request for Proposal (RFP) to go out for bid to the Governor and Council (G&C) for state and federal funding. Last February was time for contract renewal. For several years now Adult Ed programs have had rollover money to spend for the next year if all funds were not expended. Last year there was an executive decision, on the state level, to stop giving programs their unexpended funds; instead the unexpended funds were to be distributed for initiatives only. NH Adult Ed programs were told to regionalize and were given a certain allocated amount per year, for the next 3 years. CCAE fell into the cracks of the reallocation of regions.

Eighty percent of CCAE funding comes from the Adult Education and Literacy grant which before this past February has been between \$120,000 to \$133,000/year since 2010. The AEL grant normally would include Director's salary and health insurance, Program Assistant's salary, books/workbooks, office supplies/materials, building expenses and all utilities for 2 locations (Tamworth and North Conway) and marketing. Last year CCAE was given an allocated amount of \$50,924/year each year, for 3 years, cutting approximately 65% of AEL funding. Due to budget cuts we had to close our North Conway location, let go of the Program Assistant, loss of health insurance, funds to purchase books, workbooks and school supplies, marketing materials, mileage reimbursement, cleaning and trash disposal, dues and fees (i.e. Chamber dues), digital subscriptions, building repairs and postage.

Our Adult Diploma grant monies went up \$2,000 last year because we absorbed Kennett High School's Eagle Academy Adult Ed program going from \$25,000 to \$27,000 (which is not a huge increase in the grand scheme of things). Due to the budget cuts in the AEL grant there was no choice but to take money from the ADP grant to supplement for the loss of AEL funds.

Thankfully, the state had reallocated their formula in July of 2020 and our AEL program was given \$29,804 more. We have been able to do the following: hire back the Program Assistant, pay Chamber dues, hire an online Diploma teacher for 2 semesters, some office supplies and postage, COVID related supplies (face shields and anti-bacterial wipes) and additional activities that have been helping students with persistence, engagement and performance. Despite the added \$29,804 we still cannot run our program to its full potential.

This coming school year, 2021-22, our ADP funds increased so that we could accommodate a couple more classes.

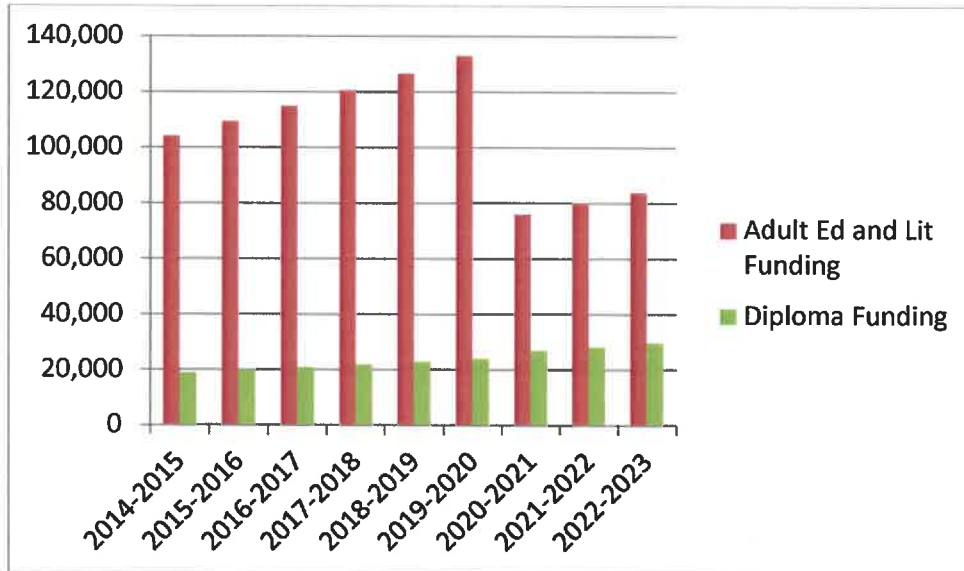
### **Necessary financial help for school year's 2021-24**

Since August 1, 2020 we have had, on average, 2-3 students enrolling into our school per week. Some students were not successful with remote learning last year and could not put themselves through it again this year, so they looked for alternative education routes. A plethora of adult students finished with their diploma but a good amount obtained their HiSET because it is typically a quicker route. This was so that they could enroll into post-secondary schooling or start in the workforce as soon as possible. Due to a 20% increase in enrollment for the first month of school (last September), we had to run 2 HiSET Preparation classes per week, in addition to diploma courses, in order to accommodate everyone. One class was focused on the Math

portion of the HiSET test and the other class focused on the remaining four subjects; Science, Reading, Writing and Social Studies. Unfortunately, this year again, we were not given enough to support an instructor's salary to teach the HiSET Preparation classes so we are in the process of looking for outside funds to do so.

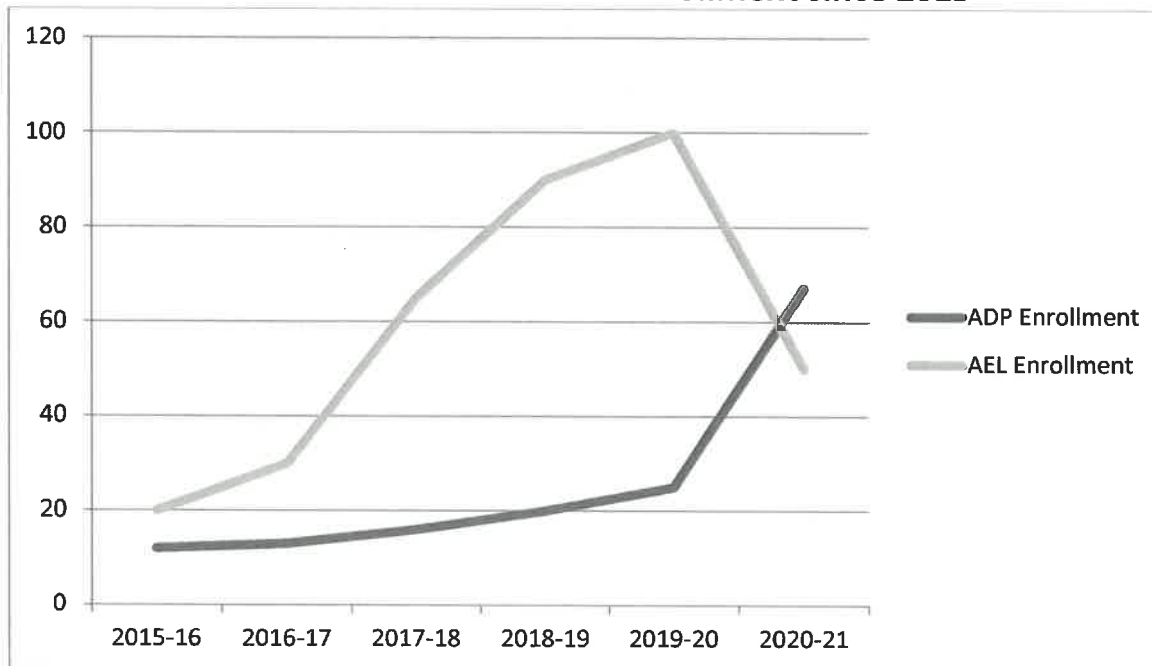
This bar graph displays our grant monies for both programs since 2014

**Grant Monies since 2014**



This line graph shows the increase in enrollment since 2015. There is a flip in enrollment type (AEL to ADP) for the school year 2020-21 because of 2 reasons: 1) We partnered with 2 additional high schools; Moultonborough Academy and Inter-Lakes High School and 2) Students could not do online learning during COVID so they enrolled with us. All students that are dual enrolled with CCA are considered diploma students even if they are obtaining their HiSET.

**Student Enrollment since 2015**



**Testimonial from a Former Student**

Cole registered with us in 2019 and walked in graduation this June with his HiSET. He studied and attended class 4-5 hours a week at our Tamworth location. Cole did not have a driver's license so



with the help of Tri-County Transit we were able to provide transportation for him at no cost. In 2019 and 2020 the Tamworth Foundation provided scholarships for our students. This is Cole's story...  
10/7/2020

Tamworth Foundation

Dear Sponsors,

My name is Cole Brennan Fusco (Lucas). I'd like to tell you my story. As a child with both early-onset bipolar and autism, I had very little education and was put through a lot. Due to certain factors, I have been untrusting and careful with whom I entrust my education. When I heard about this free HiSET program at CCAE, I believed it was too good to be true. However, upon meeting with the program's current director, I had a feeling in my gut that this was the place where I would be accepted and learn what I needed to pass my high school tests. Upon meeting the teacher (Sherri) I started my journey.

After taking the initial testing, I had found that I was at a 10th grade level of education, and I was smarter than I ever thought. I had studied throughout the first year of school on many subjects including; math, writing, science, reading, social studies. I also earned a degree in hospitality from CCAE, thanks to the help of a few outside sources.

I will have passed all of my HiSET tests as of November 2020, and I cannot wait to see what the future holds. Even with my illnesses, I have been treated as a person, and that for me is rare.

I would recommend the CCAE to anyone seeking a great high school education and a good teacher who understands and is adaptable for pretty much any learning style.

Thank you for your support. It meant everything to me to finally be moving forward.

