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Virginia M. Barry, Ph.D. Commissioner of Education Tel. 603-271-3144



Paul K. Leather
Deputy Commissioner
Tel 603-271-3801

STATE OF NEW HAMPSHIRE DEPARTMENT OF EDUCATION DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING BUREAU OF CAREER DEVELOPMENT 21 South Fruit St., Suite 20 Concord, NH 03301 FAX 603-271-4079 Citizens Services Line 1-800-339-9900

July 11, 2013

Her Excellency, Governor Margaret Wood Hassan And the Honorable Council State House Concord, New Hampshire 03301 100% Federal Funds

REQUESTED ACTION

Authorize the Department of Education to grant funds in accordance with the Carl D. Perkins Career and Technical Education Act of 2006 to Belknap County Department of Corrections, Laconia, NH (Vender Code 177360) to assist in the operation of their approved career and technical education programs for offenders upon Governor & Council approval for the period effective from 08/15/2013 through 06/30/014 whichever is later, in the amount of \$8,541.50 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. These funds are 100% federal. Funding for this request is available in:

<u>Account No.</u> <u>Amount</u> <u>Fiscal Year</u> 06-56-566010-6032-072-2650 \$8,541.50 2014

EXPLANATION

The Career and Technical Education Grant received by the State allows for sub grants to be made to non-public recipients to assist them in operating their career and technical education or apprenticeship programs. We are asking for approval to make a grant to the Belknap County Department of Corrections based on an application that has been submitted to and approved by the Department of Education.

A Request for Proposal was released to eligible applicants on April 3, 2013, and a second Request for Proposal was released to eligible applicants on May 21, 2013. Five proposals were received for each request: Round 1- Strafford County Department of Corrections/Men, Strafford County Department of Corrections/Woman, Belknap County Department of Corrections/Men and Woman, Rockingham County Department of Correction/Men, and the New Hampshire Department of Corrections. Round 2- Strafford County Department of Corrections Men/Woman, Merrimack County Department of Corrections/Men and Woman, Orion House/Men, Belknap County Department of Corrections/Men and Woman, and the New Hampshire Department of Corrections.

Her Excellency, Governor Margaret Wood Hassan And the Honorable Council July 11, 2013 Page Two

The proposals were reviewed by the Department of Education, Career Development Bureau Administrator or Program Specialists. All have experience in evaluation of state institutions RFP submissions utilizing an evaluation tool that was developed by department staff (Attachment A). The reviewers recommend funding three proposals in the amounts of: \$8,541.50 (Belknap County Department of Corrections Men/Woman Round 2), \$13, 933 (Merrimack County Department of Corrections Men /Women, Round 2) and \$2,315.04 (Rockingham County Department of Corrections/Men Round 1). The reviewers recommend not funding the remaining proposals due to the priorities of the grant not being met. The Bureau is planning informational discussions with eligible recipients to help guide them towards a successful proposal for these funds.

Each response to the Request for Proposals for the State Institutions funding addressed the services to be provided to the respective populations of individuals incarcerated within correctional institutions in NH, consistent with the criteria set out in the federal Carl D. Perkins Career and Technical Education Act of 2006.

The proposal submitted by the Belknap County Department of Corrections indicates that this grant will be used to fund career and technical program instruction to 74 offenders (male and female). Grant funds will be used to deliver instruction in ServSafe and OSHA 10. Upon success in these programs, participants will receive a certificate of completion from the Lakes Region Community College that can be applied toward credits for continuing their education.

The proposal submitted by the Department of Corrections serves Belknap County.

Payment will be made monthly on the basis of electronic financial reports submitted by the Belknap County Department of Corrections to the Department of Education.

In the event that Federal funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Virginia M. Barry, Ph.D. Commissioner of Education



Attachment A EVALUATION FOR BELKNAP COUNTY DEPT. OF CORRECTIONS ROUND TWO FUNDED

| | Lisa Danley | Laurie MacRae |
|---------------------------|-------------|---------------|
| Scoring Criteria | | |
| Abstract | 5 | 5 |
| 5 pts. Max. | | |
| Description of Need | 5 | 4 |
| 5 pts. Max. | | |
| Detailed Project Plan | 50 | 55 |
| 60 pts. Max. | | |
| Evaluation Plan | 15 | 15 |
| 15 pts. Max. | | |
| Budget | 10 | 13 |
| 15 pts. Max. | | |
| Level of funding approved | \$8,541.50 | \$8,541.50 |
| Total budget requested | \$24,540.00 | \$24,540.00 |
| Total | 85 | 92 |
| 100 Possible Points | | |

The proposal review team consisted of the following individuals:

Lisa Danley, M. Ed., C.A.G.S., Administrator, State Director of Career and Technical Education. Ms. Danley is the administrator of the Career Development Bureau within the New Hampshire Department of Education. She has over 25 years of experience in all levels of education, including postsecondary. She regularly works with other administrators in the DOE as well as works closely with all the secondary regional CTE center administrators and their teachers. Ms. Danley has been with the Career Development Bureau since 2004.

Laurie MacRae, Program Specialist. Ms. MacRae is a member of the Career Development Bureau within the New Hampshire Department of Education. She serves as Program Specialist and has 13+ years of grant management experience which includes reporting and financial management. Ms. MacRae has a wide range of experience within the Bureau; she has the ability to critically assess grant proposals based on the stated guidelines. Additionally, her talents are in finance which adds another layer of oversight to her work with the proposals. Ms. MacRae has been with the Career Development Bureau since 1999.



<u>Project:</u> New Directions: A Career and Technical Education Program (at Belknap County

Department of Corrections)

Location: Belknap County Department of Corrections

Principal Staff:

Tamara McGonagle, Programs and Industry Director Belknap County Department of Corrections

(Salary not paid from this grant)

roject: New Directions: A Career and Technical Education Program (at Belknap County)

Location: Belknap County Department of Corrections

Purpose of this grant:

The Belknap County Department of Corrections will provide career and technical education instruction to inmates. The Belknap County Department of Corrections will provide instruction that enables inmates to gain nationally recognized credentials in Culinary Arts and OSHA 10 Certifications.

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PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

| | | | | PROJECT # | |
|--|--------------------------|---|-------------------------|--------------------------|---|
| | | | | CHANGE # | |
| Federal/State Program Title: | | Carl D. Perkins Career and Technical Education Act | | PAGE 1 of | |
| FROM: | | TO: Lisa Danley | | TYPE OF CHANGE | |
| | | NH Department of Education | | BUDGET | |
| | | State Office Park South | | FUND AUTH | |
| | | 101 Pleasant Street | | FISCAL AGENT | F |
| SAU/RA: 1067 | | Concord, New Hampshire 03301-3860 | | OTHER | |
| Proposed Project Title: | New Directions: A | New Directions: A Career and Technical Education Program at BCDOC | Project Period: | to: | |
| ***The following information is required for all projects*** | equired for all projects | *** | | | |
| PROJECT MANAGER: | NAME | NAME: Tamara McGonagle - Programs Director | TITLE | TITLE: Programs Director | |
| | ADDRESS: | BCDOC 76 County Drive Laconia NH 03246 | TELEPHONE: | 603-527-5480 ext: 1294 | |
| щ | E-MAIL ADDRESS: _ | tmcgonagle@belknapcounty.org | FAX: | 603-527-5489 | |
| FINANCIAL CONTACT: | NAME | NAME: Glen Waring - BCDOC Finance Director | TELEPHONE: 603-737-1285 | 603-737-1285 | |
| | E-MAIL ADDRESS: | gwaring@belknapcounty.org | FAX | FAX: 603-527-5409 | |

within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- 1. This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
- a. Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
- b. Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- 2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- 3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- 4. Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education 5. Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and shall be liable for payments under this grant except from such funds.

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| APPROVED INDIRECT COST RATE: | Glen Waring BCDOC Finance Director | PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS | OF RAYCHIEF FINANCIAL OFFICER | X Gendler X | SIGNATURE SAU SUPERINTENDENT OF SCHOOLS | or RA/CHIEF FINANCIAL OFFICER |

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BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

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| DETAIL OF PROPOSED BUDGET |
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Certificate of Authority

- I, Stephen Nedeau, Clerk/Secretary of Belknap County do hereby certify that:
- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate:
- (3) The following (is a) (are) true and complete cop(y)(ies) of the resolution(s) adopted by the board of directors of the corporation at a meeting of that board on June 24, 2013, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

A resolution was made that the County of Belknap, NH, enter into a contract with the New Hampshire Department of Education to provide educational services for the next biennium, July 1, 2013 through June 30, 2014. Adopted in the affirmative.

(4) The following is a true and complete copy of a by-law adopted at a (shareholder)(organizational) meeting on May 19, 2010:

Legal Basis – This policy governing the procedure to authorize contracts to be used by Belknap County is written in accordance with NH RSA 28:8.

Contracts – In accordance with the Purchasing Procedures, all contracts must be authorized by the County Commissioners with the following exception; Department Heads may authorize contracts with the County for less than \$10,000 which cover no more than one year. A copy of every contract must be kept on file in the Finance Department.

- (5) The foregoing resolution(s) and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

John Thomas Chairperson Edward Philpot Vice Chairperson Stephen Nedeau Clerk

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 24 day of June 2013.

(Corporate Seal if any)

(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

On June 24, 2013, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that Stephen Nedeau executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.

Notary Public/Justice of

MINIMUM MANAGER





CERTIFICATE OF COVERAGE

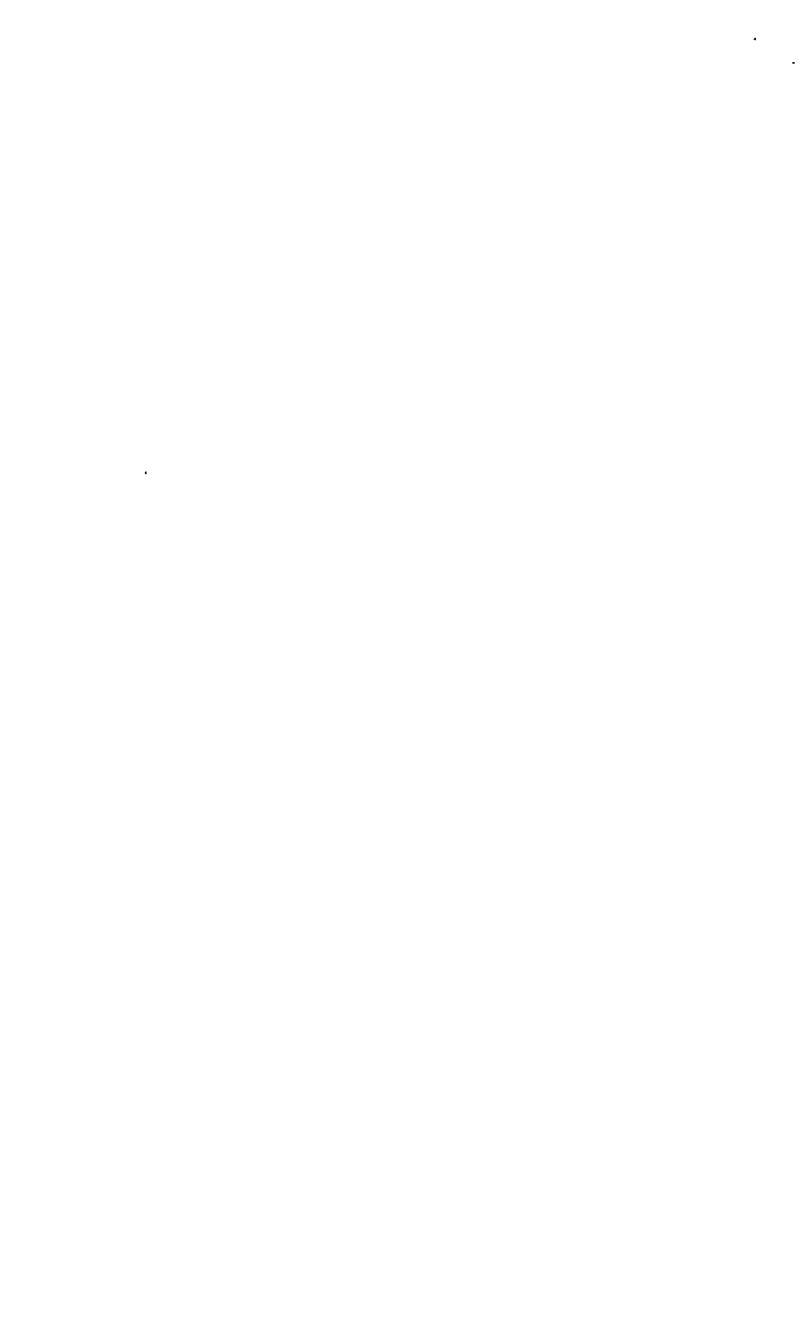
The New Hampshire Public Risk Management Exchange (Primex⁵) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex⁵ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

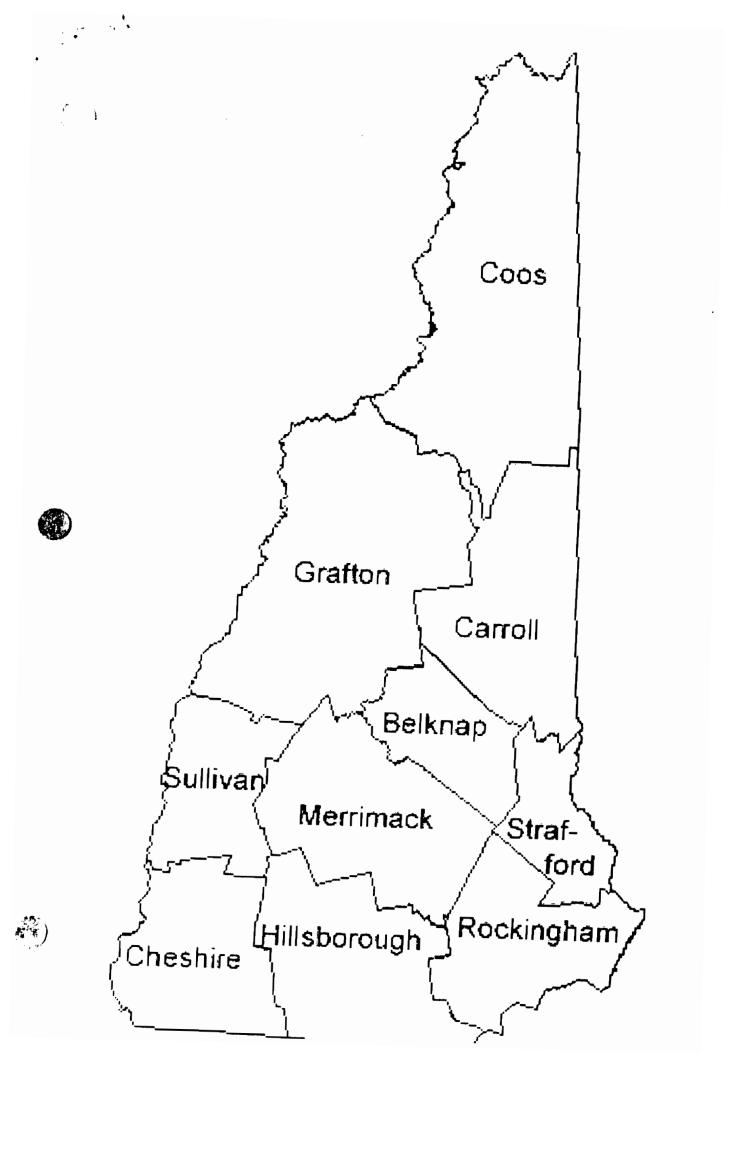
Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and overage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out tislow accurately reflects the coverage established for the current coverage year.

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

| Participating Member: | | | | | | | |
|--|---|----------------------------|----------|---------------------|---|-------------|--|
| · - | Mer | mber Number: | | Company | Affording Coverage: | | · · |
| Belknap County | | 607 | | NH Pub | lic Risk Managem | ent Ex | change - Primex ³ |
| 34 County Drive Laconia, NH 03246 | | | | Bow Bre | ook Place | | • |
| LECOTIA, 1411 05240 | | | | | van Street I, NH 03301-2624 | | |
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| X Property (Special Risk includes Fire | and Theft) | 1/1/2013 | 1/1/201 | | anket Limit, Replaceme st (unless otherwise st | nt ited) | Deductible: \$1,000 |
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| NH Dept of Education | | | | Date: | | | rimex.org |
| Attn: Laurie MacRae | | | | | Please direct Primex ³ Risk Mana | nquire | es to: |
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