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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
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July 27, 2020

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Adult Education, enter into a Memorandum of Understanding (MOU) with the New Hampshire Department of Corrections (NHDOC), NH State Prison, Concord, NH (Vendor Code 177896) in the amount of \$216,365.96 provide adult education and literacy services as defined under the Workforce Innovation and Opportunity Act of 2014, for offenders effective upon approval of Governor and Executive Council for the period through June 30, 2023. **44% Federal 56% General Funds.**

Funds to support this request are available in the accounts entitled Adult Education Federal for FY21 and anticipated in Adult Education Federal and Adult Education State Match for FY22 and FY23 as follows with the ability to adjust encumbrances between Fiscal Years through the Budget Office, without further Governor and Council approval, if needed and justified:

Account #s	FY21	FY22	FY23	Total
06-56-56-562010-40390000-601-500931		\$46,865.65	\$48,271.57	\$95,137.22
06-56-56-562010-40370000-085-588546	\$70,001.00	\$25,235.35	\$25,992.39	\$121,228.74
Total	\$70,001.00	\$72,101.00	\$74,263.96	\$216,365.96

EXPLANATION

Under the Workforce Innovation and Opportunity Act of 2014, a Request for Proposals (RFP) was released on February 7, 2020 on the NH Department of Education's website, and announced in the Concord Monitor and Union Leader on the same day. All federal and state adult education

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

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grants are awarded through a competitive application process that is open to school districts, private-not-for-profits, and governmental agencies. Twenty-two 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). Grants were awarded to eight private-not-for-profit organizations at nine locations, nine school districts, and one governmental agency based on applications received from eligible organizations that met the criteria for funding (See Attachment B). The NH Department of Corrections will receive the awarded funds through the Grants Management System used by the Department.

Adult education and literacy programs are authorized under Ed 703 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.

Corrections programs are authorized under WIOA, Title II, Section 225 to provide adult education and literacy programs for eligible participants who are currently incarcerated.

Should Federal Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut

Commissioner of Education

Attachment A

A request for adult education and literacy activities proposals operating under the Workforce Innovation and Opportunities Act of 2014 (WIOA), Title II, for the term of three (3) years was released on February 7, 2020. The notice was published in the Union Leader and the Concord Monitor on February 7, 2020 for one day, and posted on the NH Department of Education's website for fifty (50) days, and sent electronically to any party expressing an interest in submitting an application.

In accordance with WIOA, only applications submitted by eligible providers can be granted funding. WIOA defines an eligible provider as:

The term "eligible provider" means an organization that has **demonstrated effectiveness** in providing adult education and literacy activities that may include—

- (A) a local educational agency;
- (B) a community-based organization or faith-based organization;
- (C) a volunteer literacy organization;
- (D) an institution of higher education;
- (E) a public or private nonprofit agency;
- (F) a library;
- (G) a public housing authority;
- (H) a nonprofit institution that is not described in any of subparagraphs (A) through (G) and has the ability to provide adult education and literacy activities to eligible individuals;
- (I) a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H); and
- (J) a partnership between an employer and an entity described in any of subparagraphs (A) through (I).

Additionally, the Bureau of Adult Education considered the degree to which the proposal addressed the following WIOA-required criteria:

- **Responsiveness to Regional Needs:** How well does the proposed program meet the educational, economic, and social/cultural needs of the local region?
- **Serving the Most in Need:** How well does the proposed program serve individuals in the community who were identified as most in need of adult education and literacy activities, including English language acquisition and civics education programs?
- **Service Delivery Format and Schedules:** How well does the proposed program enable individuals to attend and complete classes through flexible scheduling, sufficient instructional time per week, and appropriate delivery methods?
- **Proposed Curricula and Contextualized Instruction:** How well does the proposed program provide curricula designed to meet the needs of the participants, especially through contextualized instruction?
- **Alignment with the State Workforce Plan:** How well does the proposed program align with the strategies and goals of the State Workforce Plan particularly in the area of curriculum, adult education and literacy activities, state leadership activities, and performance measures?
- **Intensity, Quality and Best Practices:** How well does the proposed program meet the requirement of being of sufficient intensity and quality? This includes the degree to which instructional practices are based on the most rigorous research available.
- **Integration of Technology Services and Digital Systems:** How well does the proposed program incorporate the use of technology, especially with regard to distance learning?
- **Meeting Program Outcomes:** How well has the proposed program met program outcome goals in the past and how will the program meet performance goals in the future?
- **Reporting:** How well does the proposed program collect, store, enter, and analyze students and program data?
- **Implementation Timeline:** Will the proposed program be positioned to start by September 14, 2020
- **Budget and Budget Narrative:** How well does the proposed program present a cost-conscious budget with a primary focus on providing quality services to eligible individuals?

Proposal Criteria in RFP:

In accordance with WIOA, an eligible provider must demonstrate past effectiveness by providing performance data on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy, in the content domains of reading, writing, mathematics and English language acquisition, and other subject areas relevant to the services contained in the proposal.

An eligible provider must also provide information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.

The following list are applicants who met the minimum standards required under WIOA by providing demonstrated effectiveness:

- Ascentria Community Services, Inc.
- Claremont SAU 6
- Derry SAU 10
- Dover SAU 11
- Exeter SAU 16
- Holy Cross Family Learning Center
- International Institute of New England
- Keene SAU 29
- Laconia SAU 30
- Lebanon SAU 88
- My Turn, Inc.
- Nashua Adult Learning Center
- NH State Prison
- North Country Education Services
- Plymouth SAU 48
- Salem SAU 57
- Second Start
- Southern NH Services

For each eligible provider, the adult education and literacy program (AEL) application was evaluated. All average scores above 500 were considered acceptable. Please see Chart 1 for complete summary of evaluation scores.

	Maximum Allowable Points
Organizational Capacity	100
Responsiveness to Regional Need	100
Serving the Most in Need	100
Service Delivery Format and Schedules	100
Proposed Curricula and Contextualized Instruction	75
State Workforce Board Alignment	75
Intensity, Quality and Best Practices of Program	100
Integration of Technology Services and Digital Systems	75
Meeting Program Outcomes	100
Reporting	75
Implementation Timeline	25
Budget	75
	1000

For eligible providers that submitted an optional application to provide an AEL program in a Correctional facility, the following evaluation scoring was used.

	Maximum Allowable Points
Responsiveness to Regional Need	25
Serving the Most in Need	25
Integration of Technology Services and Digital Systems	25
Meeting Program Outcomes	25
	100

For eligible provider that submitted an optional application to provide Integrated Education and Training (IET), the following evaluation scoring was used.

	Maximum Allowable Points
Responsiveness to Regional Need	10
Serving the Most in Need	5
Service Delivery Format and Schedules	20
Proposed Curricula and Contextualized Instruction	15
State Workforce Board Alignment	15
Intensity, Quality and Best Practices of Program	10
Integration of Technology Services and Digital Systems	10
Meeting Program Outcomes	5
Reporting	5
Implementation Timeline	5
Total	100

For eligible providers that submitted an optional application for the Integrated English Literacy and Civics Education Program (IELCE), the following evaluation scoring was used.

	Maximum Allowable Points
Responsiveness to Regional Need	10
Serving the Most in Need	10
Service Delivery Format and Schedules	15
Proposed Curricula and Contextualized Instruction	15
State Workforce Board Alignment	15
Intensity, Quality and Best Practices of Program	10
Integration of Technology Services and Digital Systems	10
Meeting Program Outcomes	5
Reporting	5
Implementation Timeline	5
Total	100

Chart 1: Summary of Evaluation Scoring

Organization	Organization Type	Application Type	Max Points	JD	VR	BB	LL	DL	AR	PR	CB	EL	Average
				Reviewers									
Ascentria	NonProfit	AEL	1000		945			1000	985				976
		IELCE	100		90			89	98				92
Gov Wentworth	SAU	AEL	1000	545					860	860			755
Claremont	SAU	AEL	1000		845	780				910			845
		Corrections	100		80	58				95			77
		IET	100		0	0				0			0
Derry	SAU	AEL	1000	920		905						770	865
Dover	SAU	AEL	1000			945				1000		965	970
		Corrections	100			90				100		95	95
		IET	100			95				100		99	98
		IELCE	100			94				100		93	95
Exeter	SAU	AEL	1000	970					987		970		975
Holy Cross	NonProfit	AEL	1000	535			730					715	660
International Institute of New England	NonProfit	AEL	1000	965				1000	955				973
		IELCE	100	90				1000	94				94
Keene	SAU	AEL	1000		990			996			897		961
		Corrections	100		100			100			100		100
		IET	100		96			98			97		97
		IELCE	100		98			100			84		94
Laconia	SAU	AEL	1000	450		735	810						665
Lebanon	SAU	AEL	1000		930	945				905			926
My Turn	NonProfit	AEL	1000		830				945		844		873

Organization	Organization Type	Application Type	Max Points	JD	VR	BB	LL	DL	AR	PR	CB	EL	Average
				Reviewers									
Nashua Adult Learning Center	NonProfit	AEL	1000		975			995	981				983
		IELCE	100		95			100	99				98
NH State Prison	Government	AEL	1000			840	910					790	846
		Corrections	100			100	95					90	95
North Country Ed Services	NonProfit	AEL	1000		785		770				881		812
Plymouth	SAU	AEL	1000	595		670	815						693
Salem	SAU	AEL	1000				890	975				880	915
Second Start	NonProfit	AEL	1000		930		940					930	933
		Corrections	100		100		75					90	88
SNHS - Manchester	NonProfit	AEL	1000	940				990		955			961
SNHS - Portsmouth	NonProfit	AEL	1000		885				990		913		929

Reviewers

Joanne Del Deo has worked in the field of Adult Basic Education for 30 years as an instructor, counselor, and program director. She has a BS degree in Public Management and has completed extensive training in all areas of WIOA compliance.

Vanessa Rashid has been involved with education for the past 24 years. She worked in the Manchester, NH school district for 14 years with K-12 students as an ELL teacher. During that time, she served on the school improvement team and the school leadership team in an effort to collaborate with staff and administrators on improved outcomes for students. Vanessa also served as an Education Manager at a non-profit center for 6 years. In that capacity, Vanessa worked on the following: grant-writing and reporting, staff supervision, program development, curriculum development, distance learning initiatives, IET and IELCE development, and WIOA partnerships, collaboration, and referrals. She has been a dedicated participant in the adult education community of NH.

Brigitte Bowmar is currently the Special Projects Manager at the Department of Health and Human Services, Department of Economic and Housing Stability, Bureau of Employment Supports. Prior to this position, Brigitte was a Program Specialist IV at the Department of Education, Bureau of Youth Workforce, WIOA Youth. In that role, Brigitte's primary functions included the interpretation of WIOA Youth legislation and creating policy to ensure federal and state compliance within the youth programs as well as providing programmatic technical assistance in the field. Brigitte served as a member of the Professional Development Team which provides training opportunities to the state workforce partners.

Laura Lieberman holds a B.S. in Business Administration and Management from the University of New Hampshire. Laura currently works as a Business Administrator III for the Office of Workforce Opportunity within the Department of Business and Economic Affairs. There she oversees the fiscal management of assigned federal and state programs, including planning and development of current and long-range programs for the improvement of business management activities and financial reporting. Laura is proficient in financial and managerial accounting, fiscal law, professional and technical writing, and has six years of experience with Federal Appropriations and Grants management.

Diane Lewis, Education Consultant, Bureau of Career Development, NH Department of Education has more than thirty years of experience in education including serving as a career development specialist for public assistance recipients in a welfare-to-work program, as a director of several child care programs and as an adjunct professor in early childhood education at multiple postsecondary institutions. She specializes in curriculum development for early childcare, elementary and college education.

Anne Riley is a retired NH educator who has more than 50 years of experience as a high school/middle school teacher, counselor and an adult educator. She worked for several adult education programs providing high school equivalency preparation, counseling services, employability skills training and administered a Displaced Homemakers program.

Peter Rowan has over 25 years of experience working in adult education, career counseling, school guidance, and rehabilitation counseling. Peter has worked for NH CAP, Second Start, New Hampton School, and the NH Department of Education: Vocational Rehabilitation. Peter has a B.S. in Human Services; an M.Ed. in Counseling; and has completed advanced graduate studies in Rehabilitation Counseling.

Christine Brennan, Deputy Commissioner for the NH Department of Education (DOE) oversees the WIOA Programs at the DOE in addition to serving on the NH Works Consortium. She has vast experience as a classroom teacher, a literacy specialist and a school administrator. Her work has included an emphasis on personalized learning, integration of technology in the classroom and innovative practices to engage families and the greater community in the education system.

Elizabeth Lafontaine, Administrator II, Bureau of WIOA Youth, Department of Education oversees programming for in-school and out-of-school youth under the Workforce Innovation and Opportunity Act of 2014. Additionally, she represents the WIOA Youth program on the WIOA Interagency Professional Development Team as well as the WIOA Interagency Directors Group. She brings many years of experience in workforce development and education programs.

State Workforce Board Review

The State Workforce Board Review occurred on April 16, 2020.

Geographic Distribution

The RFP specified that there be at least one comprehensive adult education program in each region. Please note that some eligible providers may be offering services in more than one region. A complete list of regions served is available in Attachment B, Chart 2.

Berlin	1	Littleton	No eligible applicant
Claremont	3	Manchester	7
Concord	2	Nashua	1
Conway	1	Portsmouth	2
Keene	1	Salem	3
Laconia	3	Somersworth	2

Attachment B

Evaluation Scoring and Funding Recommendations

Key

- The 3 digit number is the Average Evaluation Score for the application
- NRF means Not Recommended for Funding
- A shaded box indicates that the organization did not apply for this type of program

NOTE: The funding formula is based on NH Works regions. Organizations may have applied for funding from more than one region if services are provided in multiple catchment areas.

Chart 2: Evaluation Scores, Regional Distribution and Funding Recommendations

Private Not-for-Profits Applicant Name	Region(s)	Adult Education & Literacy Score (Max 1000)	Corrections Option Score (Max 100)	Integrated Education & Training Option Score (Max 100)	Integrated English Literacy and Civics Education Option Score (Max 100)	Contract Limit
Ascentria Community Services	Concord	976			92	\$302,885.91
Holy Cross Family Learning Center	Manchester	660				\$160,887.53
International Institute of New England	Manchester	973			94	\$451,705.17
My Turn	Manchester	873				\$ 291,631.36
Nashua Adult Learning Center	Nashua	983			98	\$2,278,507.65
North Country Education Services	Berlin	812				\$289,745.12
Second Start	Claremont, Concord, Laconia, Manchester	933	88			\$ 1,179,948.23
Southern NH Services – Manchester	Manchester	961				\$572,936.35
Southern NH Services – Portsmouth	Portsmouth	929				\$515,408.53

Government Agency Applicant Name	Region(s)	Adult Education & Literacy Score (Max 1000)	Corrections Option Score (Max 100)	Integrated Education & Training Option Score (Max 100)	Integrated English Literacy and Civics Education Option Score (Max 100)	Contract Limit
NH State Prison	Corrections	846	95			\$216,365.96

School Districts Applicant Name	Region(s)	Adult Education & Literacy Score (Max 1000)	Corrections Option Score (Max 100)	Integrated Education & Training Option Score (Max 100)	Integrated English Literacy and Civics Education Option Score (Max 100)	Contract Limit
Claremont SAU 6	Claremont	845		0 NRF		\$ 295,088.38
Derry SAU 10	Manchester, Salem	865				\$ 274,771.94
Dover SAU 11	Somersworth	970	95	98	95	\$ 1,247,388.23
Exeter SAU 16	Manchester, Portsmouth, Salem, Somersworth	975				\$ 770,157.34
Governor Wentworth SAU 49	Conway	755				\$ 157,396.11
Keene SAU 29	Keene	961	100	97	94	\$ 436,524.64
Laconia SAU 30	Laconia	665				\$ 155,135.18
Lebanon SAU 88	Claremont	926				\$ 137,550.92
Littleton SAU 84	Littleton	NRF				
Manchester SAU 37	Manchester	NRF				
Plymouth SAU 48	Laconia	693				\$ 77,828.86
Salem SAU 57	Salem	915				\$ 236,063.05

Memorandum of Understanding

This memorandum is entered into between the New Hampshire Department of Education (NH DOE) and the New Hampshire Department of Corrections (NH DOC).

I. Purpose:

The purpose of this MOU is to provide funding for adult education and literacy activities, under the Workforce Innovation and Opportunity Act of 2014, for residents of the New Hampshire Department of Corrections, NH State Prison.

II. Background:

The Workforce Innovation and Opportunity Act (WIOA) of 2014 allows for an amount of “not more than 20% of grants and contracts” issued under Section 231 shall be available to carry out section 225, Programs for Corrections Education and Other Institutionalized Individuals.

Section 231 requires that the NH DOE award multiyear grants or contracts, on a competitive basis, to eligible providers to enable eligible providers to develop, implement, and improve adult education and literacy activities within the State.

Therefore, the NH DOE issued a Request for Proposals on February 7, 2020. Through the evaluation process, the NH DOC was determined to be an eligible provider and recommended for funding.

III. Terms of Agreement

This agreement will commence upon Fiscal Committee and Governor and Executive Council approval and will expire on June 30, 2023.

IV. Agreement:

Parties to this MOU agree to the following:

NH Department of Corrections will comply with the following provisions, as required under WIOA.

- Exhibit A: Attestation for the US Department of Education General Education Provisions Act (GEPA)
- Exhibit B: Buy American Statement in accordance with Section 502 of the Workforce Innovation and Opportunity Act of 2014
- Exhibit C: Adult Education and Literacy Activities Program Assurances
- General Assurances from the NH Department of Education, Bureau of Federal Compliance

NH Department of Education will:

- Provide an allocation of a minimum of \$70,000 in each fiscal year to fund the adult education and literacy activities.
- Conduct regular program monitoring to ensure programs are effectively serving residents, providing program participants with skills and competencies to obtain a high school credential and transition into postsecondary education or training and employment upon release.
- Provide technical assistance for adult education and literacy activities, either upon request

by the NH Department of Corrections, or as a result of corrective action identified as part of routine program monitoring.

- Agree to reimburse timely filed expenditure reports in the Grants Management System (GMS) within two business weeks of submission.

IN WITNESS WHEREOF, the respective parties have hereunto set their hand on the dates indicated.

Date: 8-7-20

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION


By: Frank Edelblut, Commissioner

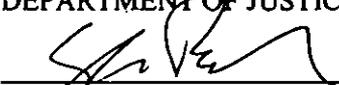
Date: 7/22/2020

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS


By: Helen Hanks, Commissioner

Date: 8/10/20

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE


By: Christopher Bond

I hereby certify that the foregoing MOU was approved by the Fiscal Committee and by the Governor and Executive Council of the State of New Hampshire at the Meeting on:

_____ (Date of Meeting)

OFFICE OF THE SECRETARY OF STATE

Date: _____

Name: _____

Title: _____

EXHIBIT A

SPECIAL PROVISIONS

**GENERAL EDUCATION PROVISIONS ACT (GEPA) Sec. 427 Attestation –
WORKFORCE INVESTMENT ACT, TITLE II – ADULT EDUCATION AND FAMILY
LITERACY**

This attestation outlines the steps that NH Department of Corrections will ensure be taken should the Adult Education application be funded.

The purpose of this requirement is to assist the United States Department of Education in implementing its mission to ensure equal access to education and to promote educational excellence.

If funded, the following steps will be taken to ensure equitable access to and equitable participation in the project or activity to be conducted with federal adult education assistance by addressing the access needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability and age.

The Act highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, determine whether these or other barriers may prevent students, teachers, etc., from such access or participation in the federally-funded project or activity. Please describe the steps to be taken to comply with the GEPA requirements.

Corrections Special School District, located within the New Hampshire Department of Corrections, ensures equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in any project or activity carried out under the applicable program, such as Adult Basic Education/Workforce Innovation and Opportunity Act (WIOA), and promotes the ability of such students, teachers, and beneficiaries to meet high standards.

The District also ensures equitable access to, and participation in, all projects and activities conducted with federal adult education funds. Programs address the special needs of students, teachers and other program beneficiaries to overcome barriers to programming and participation, including those based on gender, race, color, national origin, disability, and age.

The District ensures that local providers give equal access to, and equitable participation in, all such projects and activities through the monitoring and technical assistance process and follow the laws required of the Equal Opportunity Hiring Act and the Americans with Disabilities Act.

Project Director: (Name and Title)

Nicholas Duffy Director of Community Corrections

Signature of Project Director:

[Handwritten Signature]
NSA

Date: *6/10/20*

7/22/2020

**EXHIBIT A
CONTINUED**

BUY AMERICA ACT

PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS.— In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available under title I or II or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), it is the sense of Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

This statement is provided in accordance with Section 502 of the Workforce Innovation and Opportunities Act of 2014.

DOC Initials: AK
Date: 7/22/2020

EXHIBIT B

SCOPE OF SERVICES

The vision for Adult Education and Literacy Services in New Hampshire is a regional system of providers providing comprehensive services below the secondary level including English as a second language in order to prepare adults to transition successfully into postsecondary education, training and/or employment.

NH Department of Corrections will provide the following services:

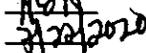
Project 1: Adult Education & Literacy Activities

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the facility to target, recruit, and serve individuals without a high school diploma and English language learners.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation in the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.
- The Contractor is responsible for coordinating services between other adult education centers and community organizations to ensure the non-duplication of services; the capacity to serve the local need; the seamless transition of participants between educational levels; and the transition of participants into postsecondary education, training and/or employment.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult education including individuals with low levels of literacy skills and English language learners, including those who may be above the Advanced ESL level, but still eligible for adult basic or secondary education activities.
- Priority must be given to individuals who are anticipated to be released within five years of exit from the program.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must promote concurrent enrollment in programs and activities under WIOA Title I, Title III and Title IV.
- The Contractor will provide staff responsible for the following duties:
 - general administration, budgeting, serve as the WIOA representative, liaison with local employers and other adult education centers
 - assist participants with barriers to attendance, liaison with community organizations, provide career counseling and transition planning services
 - assist participant with the intake process, administer assessments in accordance with the publisher requirements, report assessment results

DOC Initials: 
Date: 

**EXHIBIT B
CONTINUED**

- enter all intake, enrollment, assessment data, check for validity and accuracy, produce ad hoc reports and required quarterly/annual reports, serve as a local expert for the data system
- The Contractor must identify whether the facility has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program including access to year-round programming.
- Open enrollment or managed enrollment and flexible scheduling are highly encouraged.
- The Contractor must have a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a standards-based curriculum that is aligned with the College & Career Readiness Standards for Adult Education and/or the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes the use of occupationally relevant materials.
- The Contractor, its officers, employees, agents or members, may assume full political, religious, and citizenship responsibilities, but shall refrain from exploiting the instructional responsibility of his/her professional position. Material presented to students shall be relevant to the course and appropriate to the maturity and achievement level of the students. The Contractor, its officers, employees, agents or members will at all times strive to promote tolerance for the views and opinions of others and for the right of individuals to form and hold differing views and opinions. The Contractor, its officers, employees, agents or members, will encourage the student to study varying points of view and respect his/her right to form his/her own judgment.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan and contribute to the strategies outlined in the Plan including the use of data to inform program decisions and improve program performance.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and through attending professional development activities.
- The Contractor is required to coordinate with other local NH Works partners including participation or representation in partner meetings; establishing referral procedures; ensuring direct access to adult education services; and contributing to the development of career pathways.
- The Contractor must provide instruction delivered by well-trained instructors which may include evaluation through the OCTAE Teacher Effectiveness model and the Adult Education Teacher Competencies.

DOC Initials: *YJA*
Date: *7/22/02*

**EXHIBIT B
CONTINUED**

Intensity, Quality and Best Practices

- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard to enable participants to achieve substantial learning gains. The Bureau of Adult Education has established a full-time equivalent (FTE) as 60 hours of instruction per year.
- The Contractor must use instructional practices that include the essential components of reading at all levels.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

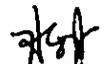
Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options, including technology-enhanced curricula, as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest all eligible students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants for whom data matching is unavailable as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must set program target rates and assess progress toward those targets on a quarterly basis in order to assist the State with meeting the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below, some exclusions apply to individuals who remain incarcerated after exit from the program:

Primary Indicators of Performance	2020-2021*	2021-2022	2022-2023**
Employment in the Second Quarter after Exit	21%	22%	TBA
Employment in the Fourth Quarter after Exit	23%	24%	TBA
Median Earnings in the Second Quarter after Exit	\$5,239	\$5,250	TBA
Credential Attainment Rate	18%	19%	
Measurable Skill Gains			TBA
For Adult Basic Education	29%	30%	TBA
For English as a Second Language	29%	30%	TBA

DOC Initials: 
Date: 7/20/2020

**EXHIBIT B
CONTINUED**

** Targets may be adjusted due to the COVID-19 disruption to instruction. The Contractor will be required to contribute to any revised state performance targets as negotiated.*

***To be based on State negotiations with OCTAE in the spring of 2022.*

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting in accordance with the NH Data and Assessment Policy.
- A designated representative from the Contractor must be trained to use the data system. All data must be entered on a bi-weekly basis.
- The Contractor must analyze its program data on a quarterly basis, as well as provide an annual self-assessment summary, to inform program decisions and set goals for improvement.
- The Contractor must request social security numbers, in accordance with 5 U.S.C. § 552a, for all participants over the age of 18. The Contractor will aid students, who do not possess a social security number, in applying for a social security number. Students who fail to provide a social security number will be indicated in the data system in order to assist with National Reporting System (NRS) for Adult Education requirements such as student outcome follow and data matching purposes for federal Workforce Innovation and Opportunity Act employment measures.

Event of Default

- Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"): failure to perform the Services satisfactorily or on schedule (to include failure to provide; failure to submit any report required hereunder; and/or failure to perform any other covenant, term or condition of this Agreement. Upon the occurrence of any Event of Default, the new Hampshire Department of Education may take any one, or more, or all, of the following actions: give the Contractor 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 Contractor notice of termination; give the Contractor 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 contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor; set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

DOC Initials: ASA
Date: 5/22/2020

**EXHIBIT C
METHOD OF PAYMENT**

Estimated Budgets

This contract is funded with Federal Funds from the US Department of Education made available under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.

The following table includes an estimated budget:

Estimated Budget: AEL	FY21	FY22	FY23	Total
Salaries	\$44,752.00	\$46,094.56	\$47,477.39	\$138,323.95
Benefits	\$3,424.00	\$3,526.72	\$3,632.52	\$10,583.24
Equipment New/Replacement	\$7,450.00	\$7,673.50	\$7,903.70	\$23,027.20
Technology – Hardware	\$2,755.00	\$2,837.65	\$2,922.77	\$8,515.42
Technology – Software	\$1,000.00	\$1,030.00	\$1,060.90	\$3,090.90
Instructional Materials	\$7,022.00	\$7,232.66	\$7,449.63	\$21,704.29
Current Expenses	\$3,597.00	\$3,704.91	\$3,816.05	\$11,117.96
Indirect Costs	\$1.00	\$1.00	\$1.00	\$3.00
Total	\$70,001.00	\$72,101.00	\$74,263.96	\$216,365.96

1. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services and state funds received for the program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
2. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of Federal Funds and satisfactory performance of services.
3. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.
4. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.

DOC Initials: 
Date: 7/20/2020

**EXHIBIT C
CONTINUED**

5. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of Federal Funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with Federal Funds, regardless of the funding source.

6. Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price: This Contract will not exceed **\$216,365.96** without written modification signed by the parties of this agreement and approved by the Governor and Council.

Source of Funding: Funding for AEL in FY21 is 100% Federal Funds based on the Statement of Appropriation. Funding for AEL in FY22 and FY23 is 56% State Funds from the account titled 4039 Adult Education Match Funds and 44% Federal Funds from the account titled 4037 Adult Education Federal Funds.

Account Numbers: 06-56-56-562010-40390000-601
06-56-56-562010-40370000-085

Acct	Class	Name	FY21	FY22	FY23	Total
4039	601	Adult Education State Match		\$46,865.65	\$48,271.57	\$95,137.22
4037	085	Adult Education Interagency Transfer of Federal Funds	\$70,001.00	\$25,235.35	\$25,992.39	\$121,228.74
		TOTALS	\$70,001.00	\$72,101.00	\$74,263.96	\$216,365.96

The Contractor is also required to provide a 25% local match to be determined based on actual annual funding.

Method of Payment:

The Contractor shall be paid on a monthly basis through the NH Department of Education's Grants Management System.

1. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2023 shall not be accepted for payment.
2. A final payment request shall be submitted no later than thirty days (30) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.

DOC Initials: *[Handwritten Signature]*
Date: *2/22/2020*

**EXHIBIT C
CONTINUED**

3. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
4. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.

DOC Initials: *SLH*
Date: *7/22/20*