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December 27, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education, Division of Higher Education to enter into a **sole source** Memorandum of Agreement with the Community College System of New Hampshire (CCSNH), Concord, NH (Vendor Code #177902), in an amount not to exceed \$52,768.00 to provide services that will increase awareness of postsecondary mathematics requirements, improve mathematics preparedness and raise financial literacy, effective upon Governor and Council approval through June 30, 2014.

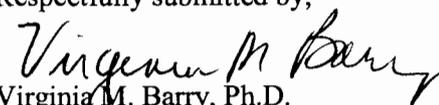
Funding is available in account titled College Access Challenge Grant, as follows. **100% Federal Funds.**

	<u>FY 2014</u>
06-056-056-566510-1861-102-500731	
Contracts for Program Services	\$52,768.00

**EXPLANATION**

This request is **sole source** due to the fact that the Community College System of New Hampshire (CCSNH) is one of five organizations specifically identified in the approved federal grant proposal. The use of these funds therefore requires contracting with this organization. CCSNH, through its Mathematics Learning Communities (MLC), will increase the knowledge of community college opportunities and graduation requirements; increase financial literacy of students by incorporating real world problems in Senior Math and Topics in Applied College Math (TAC.Math) including an analysis eliminating remedial course taking; reduce the cost of postsecondary education by increasing the number of dual credit offerings of TAC.Math through Project Running Start and by providing tuition waivers for TAC.Math college credit; increase postsecondary aspirations of students at risk of remedial math placement; improve guidance and admissions staff knowledge of mathematics requirements and readiness for community college mathematics; and increase mathematics preparedness of at risk students by convening high school and college faculty to examine the relevance and alignment of Common Core Standards for Mathematics and MLC curricula.

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

Respectfully submitted by,  
  
Virginia M. Barry, Ph.D.  
Commissioner of Education

## **Memorandum of Agreement**

Between

New Hampshire Department of Education

And

Community College System of New Hampshire

This is a Memorandum of Agreement between NH Department of Education (DOE) and the Community College System of NH (CCSNH) defining the general arrangements for the implementation of the College Access Challenge Grant. The total cost for all services provided under this contract agreement shall not exceed \$52,768.00.

Grant Period: Upon G/C approval through June 30, 2014.

**In accordance with the College Access Challenge Grant Program, the Community College System of NH (CCSNH) will:**

1. Increase knowledge of community college opportunities and awareness of mathematics prerequisites and graduation requirements.
2. Increase financial literacy of students.
3. Reduce cost of postsecondary education.
4. Increase postsecondary aspirations, enrollment, persistence and success of students at risk of remedial math placement or not attending postsecondary education.
5. Improve guidance and admissions staff knowledge and understanding of mathematics requirements and readiness for community college mathematics.
6. Increase mathematics preparedness of at risk students while in high school.

7. Federal funds may be used to pay for up to two thirds (2/3) of the cost of the activities and services provided as part of a College Access Challenge Grant. States are required to provide non-Federal funds equal to one third (1/3) of the costs of authorized activities and services. This non-Federal match may be met through cash or in-kind contributions and cannot be waived. Matching contributions may be provided from State resources, contributions from private organizations, or both.
8. Documentation of matching contributions must contain adequate source documentation for the claimed cost sharing, provide clear valuation of in-kind matching, and provide support of cost-sharing by grant partners. Grantees are required to value in-kind contributions in accordance with relevant Office of Management and Budget (OMB) circulars and the Education Department General Administrative Regulations (EDGAR). In most cases, grantees must value in-kind contributions of facilities and equipment using depreciation rather than fair market value.
9. If a grantee fails to provide the full non-Federal share required, the Department shall reduce the amount of the contract payment proportionately, and may award the proportionate reduction amount of the contract directly to another grantee under this grant.
10. Grantees shall be required to submit monthly progress reports to the Department describing activities during the period and to-date, federal monies expended and matching funds, both cash and in-kind. Monthly progress reports shall detail activity during the reporting period and to-date. Activity reported shall include, as appropriate: a calendar of workshops/training sessions held and scheduled for the future, number and demographics of attendees, e.g., guidance counselors, middle or high school students, parents, financial aid professionals, nature of training, one-on-one counseling by type of counseling and number of individuals served, current aspirations of students served and, when available, actual participation of students served in postsecondary education as indicated in the projected measurable outcomes. This data shall be retained in hardcopy and data shall be entered into a database for evaluative use at the mid-point and end of the project.

11. Grantees shall not use any funds received under this contract to promote any lender's loans.
12. The monthly financial reporting shall include a summary of monies expended during the reporting period, and to-date, broken down by federal or matching expenditures. Back-up for all expenditures should be included with the report. Invoices must include copies of bills. Please note the following: matching funds can only be non-federal funds and that they cannot be used to match any other federal grant or contract.
13. In creating or adapting project documents and communications, the grantee must utilize Microsoft Office 2003 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between the grantee, the Department, and other project partners. In addition, the grantee must be capable of producing electronic files in PDF and HTML format as needed and appropriate for posting to the project web site. The grantee must possess hardware equipment that can support and store large data files and programs as may be necessary to carry out project.
14. Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Grant Administrator, Division of Higher Education.
15. The State shall not be responsible for any work performed by the grantee prior to the effective date of a contract approved by Governor and Council.
16. All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of state, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until

such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the grantee notice of such termination or amendment.

17. When delivering services under an approved contract, the grantee shall work under the broad supervision of the Department staff person for this project.
18. The Department shall provide any technical assistance that may be required by a grantee, convene monthly meetings of the grantees to encourage collaboration of activities where appropriate and make site visits where appropriate. Failure to meet a reporting deadline can result in the termination of the grant to the grantee.
19. Invoicing and program reports must be submitted and received each month of the Agreement to the Department.

**BUDGET**

<b>Mathematics Learning Communities (CCSNH)</b>	<b>\$52,768</b>
Part-Time Personnel	\$5,000
Fringe Benefits	\$989
Materials and Supplies	\$8,011
In-State Travel	\$2,500
Consultants	\$28,400
Student Scholarships	\$4,500
Indirect Costs at 7.5%	\$3,368

  
Virginia Barry, Commissioner  
NH Department of Education

11/30/13  
Date

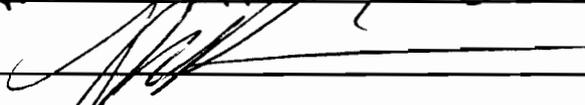
  
Dr. Ross Gittell, Chancellor  
Community College System of New Hampshire

12/19/13  
Date

**By an authorized official of:** the New Hampshire Office of the Attorney General

Name: FAYMOK SHEREM

Title: ASST ATTORNEY GENERAL

Signature/Date:  1/2/14

**By an authorized official of:** the Governor & the Executive Council

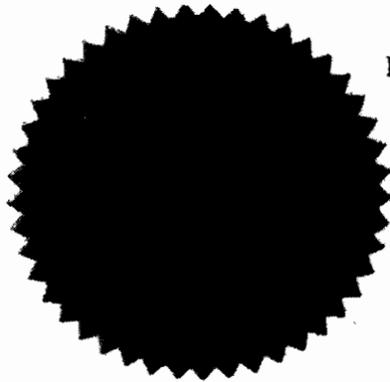
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

**State of New Hampshire**  
**Department of State**

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that **THE COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE** was established, and made a body corporate and politic under the laws of 2007, Chapter 361.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 10<sup>th</sup> day of April, A.D. 2013

Handwritten signature of William M. Gardner in cursive script.

William M. Gardner  
Secretary of State