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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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July 5, 2022

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

REQUESTED ACTION

Authorize the Department of Education (NHED) Bureau of Career Development to amend Governor and Council item # 78 approved on September 29, 2021 to accept and expend Private Funds for the support of secondary Career and Technical Education (CTE) in New Hampshire, by extending the end date from August 31, 2022 to October 31, 2022 to allow more time for program implementation and development. The original item was approved by Governor and Council on September 29, 2021 (Item #78) 100% Advance CTE Grant Funds.

EXPLANATION

The Department of Education is requesting the extension of the end date from August 31, 2022, to October 31, 2022 to allow more time to accommodate longer than expected program implementation and development. Once approved, the extension will allow the Department sufficient time to work with stakeholders in creating documentation around the Advance CTE Alumni Recruitment events as well as assisting in the modeling of these events to NH CTE Centers this fall.

On June 30, 2021 the Bureau of Career Development at the New Hampshire Department of Education received notice that a proposal submitted to Advance CTE, the national association for state leaders in career and technical education, had been accepted for a grant award of \$20,000. This proposal was for a project to recruit learners across New Hampshire for secondary level career and technical education (CTE) programs by having successful CTE alumni share their experiences preparing for careers through CTE with middle school learners. The proposal to be funded by Advance CTE includes stipends to pay CTE alumni for their valuable time, mileage costs for the alumni to attend training and to drive to events in the North Country and central part of the State of New Hampshire, and costs to cover printing costs for informational brochures, including the cost of translating the brochures into the primary languages other than English most often used in New Hampshire.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut".

Frank Edelblut
Commissioner of Education

Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

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DEPARTMENT OF EDUCATION
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September 9, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Education (NHDOE), Bureau of Career Development to accept and expend funds from Advance CTE, Silver Spring, Maryland, in the amount of \$20,000 for the support of secondary Career and Technical Education (CTE) in New Hampshire, effective upon Governor and Council approval through August 31, 2022. 100% Advance CTE Grant Funds.

Funds to be budgeted as follows:

Advance CTE Recruiting Fund
Account: 06-56-56-562010-13890000

Class	Description		FY 2022
<u>Income</u>			
009-406998	Agency Income	\$	(20,000)
<u>Expenditures</u>			
020-500217	Current Expenses	\$	1,863
073-509074	Grants Non Federal	\$	17,600
230-500765	Interpreter Services	\$	400
040-500800	Indirect Costs	\$	117
041-500801	Audit Fund Set Aside	\$	20
Total		\$	20,000

EXPLANATION

On June 30, 2021 the Bureau of Career Development at the New Hampshire Department of Education received notice that a proposal submitted to Advance CTE, the national association for state leaders in career and technical education, had been accepted for a grant award of \$20,000. This proposal was for a project to recruit learners across New Hampshire for secondary level career and technical education (CTE) programs by having successful CTE alumni share their experiences preparing for careers through CTE with middle school learners. The proposal to be funded by Advance CTE includes stipends to pay CTE alumni for their valuable time, mileage costs for the alumni to attend training and to drive to events in the North Country and central part of the State of New Hampshire, and costs to cover printing costs for informational brochures, including the cost of translating the brochures into the primary languages other than English most often used in New Hampshire.

The following appropriation authorities are being requested:

Class 020	Current Expenses	Appropriation needed to prepare Printed materials & Brochures
Class 073	Grants Non-Federal	Appropriation needed to Alumni & travel reimbursement
Class 230	Interpreter Services	Appropriation needed for Translation services
Class 040	Indirect Costs	Appropriation needed for Indirect Cost
Class 041	Audit Fund Set Aside	Appropriation needed for Audit Fund Set Aside

The Department has conducted a detailed review of these line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

**The Center to Advance CTE
Strategies for Attracting Students to High Quality
Career Technical Education**

**Agreement for
Strategies for Attracting Students to High Quality
Career Technical Education – New Hampshire Department of Education**

This Agreement is intended to set for the terms of Agreement between:

The Center to Advance CTE (The Center) whose official place of business is 8484 Georgia Avenue, Suite 620, Silver Spring, Maryland, 20910, which for the purpose of this contract is represented by Kimberly A. Green, Executive Director

AND

New Hampshire Department of Education (NEW HAMPSHIRE) as a subrecipient of the grant, *Strategies for Attracting Students to High Quality Career Technical Education*.

STATEMENT OF PURPOSE

To establish an Agreement between The Center and NEW HAMPSHIRE, whereas will serve as a fully participating member of the project, *Strategies for Attracting Students to High Quality Career Technical Education*, and to articulate said parties' roles and responsibilities related to this partnership.

CONDITIONS

Strategies for Attracting Students to High Quality Career Technical Education will be jointly advanced by The Center and NEW HAMPSHIRE. It will be the state's responsibility to identify and pilot/execute approved strategies for attracting students into Career Technical Education (CTE) programs, with assistance and guidance from The Center staff. The Center and NEW HAMPSHIRE will be committed to developing these strategies to be used in the NEW HAMPSHIRE but also available for use and adoption by all states.

The Center and NEW HAMPSHIRE understand that this Agreement does not imply any specific preference or endorsement for products or services.

The Center and NEW HAMPSHIRE understand that no existing state activities present a conflict of interest with responsibilities outlined in this Agreement.

The Center and NEW HAMPSHIRE understand that no existing state efforts to seek funds (e.g., grants), or future efforts of the NEW HAMPSHIRE to seek funds for recruitment activities are in conflict with the responsibilities outlined in this contract.

The Center and NEW HAMPSHIRE understand that the work created under this Agreement is for the benefit of the entire Career Technical Education community and therefore is considered works in the public domain.

OBJECTIVES

The Center and NEW HAMPSHIRE are committed to completing the following objectives:

- Support innovative recruitment strategies into high-quality CTE programs at the state, district and/or local level with learners and parents/guardians of learners being a primary audience;
- Increase awareness of and interest in high-quality CTE programs in participating states among learners and parents/guardians;
- Identify and develop strategies to close access and equity gaps for families historically marginalized from participation in CTE programs;
- Demonstrate scalability of recruitment strategies and activities;
- Identify lessons learned from recruitment strategies and activities;
- Implement research-tested messages around high-quality CTE;
- Utilize key messengers including school counselors in strategies and activities;
- Lift up model recruitment activities and strategies to be shared with other states; and
- Incorporate the new vision for CTE to build learner-centered systems where learners and families have no limits to participation and are empowered to skillfully navigate their career preparation journey.

SUPPORT

Upon entering into this agreement, NEW HAMPSHIRE will receive:

- Technical assistance for the development and execution of a specific strategy and set of activities to increase participation in CTE;
- Support around the implementation of nationally tested messages and communication tools that will inform and be used in state recruitment strategies;
- Seed funding of up to \$20,000 to plan and execute the identified strategy. This strategy can be targeted within specific districts, region or statewide; to all learners or specific populations who would most benefit from CTE; or in some or all Career Clusters, though preference is for states to focus on STEM-related fields, including advanced manufacturing, information technology, health care, and/or energy;
- A peer network through which participants can hear from experts in the field and share and discuss ideas, lessons learned and ongoing challenges.

RESPONSIBILITIES

To support this work, the State CTE Director will:

- Designate a single point of contact in the state to be the state's project manager who is empowered to make decisions on behalf of the state. This may be the State CTE Director, but is not required to be;

- It will be the State's responsibility to identify and pilot/execute approved strategies for attracting students into CTE programs, with assistance and guidance from The Center staff. The State must ensure the work performed under this contract is in line with the approach proposed in the contract application and as articulated in Appendix A of this agreement and that any changes to said approach or strategy must be approved by The Center;
- Ensure the state shall perform the services set forth in this Agreement in a diligent, honest, professional, and timely manner;
- Ensure all materials developed, authorized, or produced pursuant to this Agreement shall be original and shall not infringe the trademark, copyright, patent, or other rights of any other party;
- Ensure all materials developed under this agreement are of professional quality, free from error, factually accurate, free from bias and as appropriate, 508 compliant;
- Communicate monthly with The Center to provide updates on NEW HAMPSHIRE progress;
- Allow virtual or in-person site visits from The Center to Advance CTE and/or Siemens Foundation staff;
- Participate in virtual bi-monthly, cross-state calls with pilot states to hear from experts in the field and to share challenges and opportunities throughout the duration of the project;
- Share resources and materials developed during the contract period with the understanding that they will be disseminated to all states and may be featured as part of the *CTE: Learning that works for America®* campaign;
- Track both the impact and reach on students, parents and school counselors throughout the duration of the grant in each activity and strategy executed;
- Participate in up to two virtual, technical assistance visits from The Center to Advance CTE staff; these visits may be conducted in-person if public health and travel conditions meet the standards of both parties;
- Share insights and lessons learned with Advance CTE members and the CTE community, including but not limited to at least one of the following: presentation at a conference, presentation on a webinar, or authoring a blog post, through activities to be determined;
- Report progress on contract activities in the prescribed deadlines; submit mid-contract and final reports, including budget updates, in full and according to the timeline provided in Appendix A;
- Submit enrollment data up to three years after the grant period to measure program impact;
- The entirety of the contract cannot be subcontracted to a vendor outside your state office. However, you may use contractors and vendors for specific purposes to be described in the budget template of this application;
- Provide The Center with a list of employees/contractors who will perform all work articulated by this contract. This list of employees/contractors, and any subsequent

changes, must be approved by The Center. Work authorized under this agreement may not be assigned, transferred or subcontracted unless otherwise approved; and

- Acknowledge, agree and accept full responsibility to ensure the funds received under this contract are spent within all applicable laws, regulations and policies.

COMPENSATION

The Center will award NEW HAMPSHIRE \$20,000 in two payments; \$15,000 upon final execution of the agreement and the final \$5,000 upon acceptable submission of the mid-grant progress report.

NEW HAMPSHIRE shall be responsible for the payment of all applicable employment, income, and other taxes arising from fees payable to NEW HAMPSHIRE. No amounts, whether in the form of taxes or otherwise, shall be withheld or paid by The Center on behalf of the NEW HAMPSHIRE.

The award amount will not exceed \$20,000.

The NEW HAMPSHIRE will be required to submit a final budget report to The Center by June 30, 2022 showing how funds were spent. Any unspent funds at the end of the contract term will be returned from NEW HAMPSHIRE to The Center by August 31, 2022.

PROHIBITION AGAINST CERTAIN ACTIVITIES

The state may not use funds awarded under this contract to: (1) attempt to influence legislation within the meaning of Section 4945(e) of the Internal Revenue Code; (2) to influence the outcome of any specific election for candidates to public office; (3) to carry on any voter registration drive; (4) to induce or encourage violations of law or public policy; (5) to cause any private inurement or improper private benefit to occur; or (6) to take any other action inconsistent with Section 501(c)(3) of the Internal Revenue Code.

OWNERSHIP

Each party is the owner of its own copyrighted materials, and this Agreement does not give the other party any ownership rights to the same. However, any new materials created with funds from this contract are expected to be in the public domain.

INDEMNIFICATION; LIMITATION OF LIABILITY

NEW HAMPSHIRE shall indemnify The Center for, and hold harmless The Center from, any damages, liability, and expenses, including reasonable attorney's fees, suffered or incurred by The Center in defense of any third party claims arising from the negligent or intentionally wrongful acts or omissions of NEW HAMPSHIRE or from the breach of this Agreement by NEW HAMPSHIRE.

Notwithstanding any other provision of this Agreement, under no circumstances shall the liability of The Center to NEW HAMPSHIRE exceed the total amount of compensation to be paid to NEW HAMPSHIRE.

MISCELLANEOUS

This Agreement shall be governed and construed in accordance with the laws of the State of Maryland, without regard to conflicts principles. Any legal action between the parties must be brought in the applicable State or Federal court for the County of Montgomery, Maryland.

This Agreement constitutes the entire agreement between the parties pertaining to the subject matter and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions whether oral or written, of the parties.

No supplement, modification, amendment or waiver of this Agreement or any provision hereof shall be binding unless executed in writing by the parties to be bound thereby.

No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision.

If any provision of the Agreement is illegal, invalid or unenforceable under present or future laws, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby. In lieu of each provision of this Agreement that is illegal, invalid, or unenforceable, it is also the intention of the parties to add as part of this Agreement a provision as similar in terms to such illegal or unenforceable provisions as may be possible, legal, valid and enforceable.

TERM AND TERMINATION

This Agreement shall be effective as of the date of the last signature and terminate on August 1, 2022. The Center reserves the right to terminate this Agreement for reasonable cause or if it is determined that the objectives of the Agreement cannot be accomplished. If this clause is activated, The Center will expect the state to refund unused funding within 30 days of termination.

STATE INFORMATION

The information you listed below will be used in delivering your first payment of \$15,000 upon execution of the agreement and \$5,000 upon acceptable submission of the mid-grant report.

Jeff Beard, Deputy State Director for CTE

Grantee Point of Contact

New Hampshire Department of Education

Organization

(603)271-3729

jeffry.w.beard@doe.nh.gov

Phone Number

Email address

21 South Fruit St.

Concord

NH

03301

Street Address

City

State

Zip code

Jeff Beard

jeffry.w.beard@doe.nh.gov

Billing Point of Contact Name

Email Address

21 South Fruit St., Concord, NH 03301

Payment Mailing Address

IRS Code (e.g. 501c3)

#02-6000-618

Federal Tax ID Number

DATES AND SIGNATURES

Jeffrey Beard

State CTE Administrator
New Hampshire Department
of Education

Signature

Date

Kimberly Green

Executive Director
The Center to Advance CTE

Signature

Date

APPENDIX A: Timeline

Month	Proposed State Activities	Aligned Metrics/Outcomes	Reporting
August	Begin outreach to CTE programs to find alumni	Begin to identify at least 20 to 25 alumni to narrow down to 16 for project implementation	First cross-state call
September	Identify Alumni	Make final decisions about alumni for project implementation with 16 identified	
October	Train Alumni	Train 16 alumni on effective messages for CTE recruitment and plan events, including practice event	Second cross-state call
November	Begin outreach and scheduling with schools	4 event locations scheduled	
December	Create Material	Materials developed	Third cross-state call
January	Send out materials to school counselors	Information Packet with Information About CTE to 200 Middle School Counselors	Mid-grant progress report due
February	Reach out and plan trips to 4 sites Develop survey	Number of learners and parents/guardians reached disaggregated by grade, subpopulations, and method of communication	Fourth cross-state call
March	Travel to site with Alumni	Satisfaction of participants in state-developed activities	
April	Travel to site with Alumni	Satisfaction of participants in state-developed activities	Fifth cross-state call
May	Travel to site with Alumni	Satisfaction of participants in state-developed activities	

June	Collect and organize data for final report.	Increased enrollment and/or likelihood of increased enrollment in high-quality CTE programs	Final cross-state call and presentation of project
July	Final Report	Increased enrollment and/or likelihood of increased enrollment in high-quality CTE programs (required)	Final report due

APPENDIX B: Budget Proposal**Budget Proposal Template for Strategies for Attracting Students to High-Quality CTE**

Cost Category	Grant Amount (The Center to Advance CTE funds)	Matching Contributions
Consultants and Subcontractors (e.g. consultants; media; design)	\$1,000 stipends for 16 CTE alumni= \$16,000.00	Time of NH DOE Bureau of Career Development staff
Travel, Meetings and Activities (e.g. transportation; approved federal per diem; space rental; audio visual rental; food and beverage.	Travel to one centrally located training and two events for 16 CTE alumni (\$100.00 each)= \$1600.00	Time of NH DOE Bureau of Career Development staff
Support for Implementation (e.g., direct support to local districts, schools and/or partners to support implementation efforts; funding for programs to pilot, replicate or scale local initiatives)	N/A	N/A
Technology & Teleconferencing		
Printing, Postage & Shipping	Translation services to translate materials into Spanish=\$400.00 Printing costs to print CTE brochures containing effective messages to use during four regional events=\$2,000.00 (We will also share the brochure with each middle and high school electronically)	
Other Program Costs (You must list each item and budget line for each item included) (specify _____)		Fuel for MAPs mobile classroom provided by NH DOE funds.
SUBTOTAL		
GRANT TOTAL (must not exceed \$20,000)	\$20,000.00	

Budget Narrative Template for Strategies for Attracting Students to High-Quality CTE

States are expected to provide an explanation of how the total investment will contribute to recruitment of students into high-quality programs of study. In the table below, using a narrative description, please describe for each budget category:

- How each of the budget categories will enable the state to support recruitment efforts.
- How budget figures were calculated.
- How matching funds will be utilized if applicable.

Cost Category	Narrative Description
Consultants and Subcontractors <ul style="list-style-type: none"> • How the consultants/subcontractors budget figures were reached • Who the consultants/subcontractors are and their specific roles and responsibilities • How the consultants and subcontractors will enable the state to pilot and scale recruitment strategies • Whether the state has/is in the process of/will secure private and public dollars to support consultants/subcontractors. • Whether the state has appropriate insurance, including worker's compensation (if appropriate) to cover consultants/subcontractors. 	<p>Costs to provide stipends for CTE alumni in the four sectors identified in the proposal are the largest part of the budget. The implementation team determined a rate of approximately \$60.00 per hour for 15 hours for each subcontractor (CTE alumni) was a reasonable rate. Our logic was that for young professionals in the STEM fields this was in line with the monetary value of their time, with the slight overage an additional incentive to take part. These young professionals are in-demand, and generationally have an interest in contributing to their communities, while also needing to carve out time in busy schedules, and we wanted to acknowledge that by paying them adequately for their time. The reason for this is integral to the design of the recruiting efforts. These will be relational, with CTE alumni providing first hand experiences to young people who are in the early stages of career development and exploration. Sharing their stories, using effective messaging for CTE as developed by Advance CTE, the work done by the alumni will form the basis for a scalable relational CTE recruiting strategy which can be adopted by secondary as well as postsecondary CTE programs. The State has appropriate insurance, as well as worker's compensation, to cover subcontractors, and there is a formal process each CTE alumni will need to complete, in order to become a recognized vendor in the State of New Hampshire.</p>
Travel, Meetings and Activities <ul style="list-style-type: none"> • How the travel and meeting budget figures were reached (e.g., what activities will the state host, attend and/or participate in or support to advance recruitment efforts) • How the travel, meetings and activities will enable the state to pilot and scale recruitment strategies • Whether the state has/is in the process of/will secure private and public dollars to support travel and meetings 	<p>Travel to one centrally located training and two events for 16 CTE alumni (\$100.00 each)=\$1600.00</p> <p>We will provide a travel stipend for mileage for each of the participants, who are also the service providers. The NH DOE implementation team will develop training in collaboration with Advance CTE, and then host a training (or several trainings, if needed) at the NH DOE's Bureau of Career Development office in Concord, NH. This office is centrally located for all regions in the state, but with some significant mileage for participants. Because of the personal, public facing nature of the events for which we will be training participants, an in-person training will be more effective than a virtual training, and will also aid in the creation of a scalable, cohort model for subsequent implementation at the local level. We will reimburse for travel costs for each of the alumni to attend regional events. The NH DOE will provide the room space for the training meeting, and hosting middle schools will provide the space on school grounds for the events.</p>

Support for Local Implementation <ul style="list-style-type: none"> • <i>How the local implementation budget figures were reached</i> • <i>How the local implementation will enable the state to pilot and scale recruitment strategies</i> • <i>Whether the state has/is in the process of/will secure private and public dollars to support local implementation</i> 	N/A
Technology & Teleconferencing <ul style="list-style-type: none"> • <i>How the technology/teleconferencing budget figures were reached</i> • <i>How the technology will enable the state to pilot and scale recruitment strategies and achieve recruitment goals</i> 	N/A
Printing, Postage & Shipping <ul style="list-style-type: none"> • <i>How the local implementation budget figures were reached</i> 	Average rate in NH for translation services is \$0.14. With between 250 and 500 words per document, including materials to hand out during events and to include with packets to share with families. Printing rates for materials based on range of rates for printing and collating from businesses in the Concord NH area, as well as the NH State Printing Services office.
Innovation Grant <ul style="list-style-type: none"> • <i>How applicant plans to use funds for \$3,000 innovation grant, if selected</i> 	N/A
Other Program Costs <i>(specify _____)</i>	