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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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August 5, 2020

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

REQUESTED ACTION

Authorize the Department of Education to enter into a Cooperative Project Agreement with the Community College System of New Hampshire (CCSNH), Concord, NH (vendor code 216952) to provide a statewide career and technical education teacher training program in an amount not to exceed \$38,700.00, effective upon Governor and Council approval through June 30, 2021. 100% Federal Funds.

Funds to support this request are available in the account titled CTE Voc Ed – Federal, for FY 2021 as follows:

	<u>FY 2021</u>
06-56-56-562010-40260000-072-502649 Grants Federal	\$38,700.00

EXPLANATION

The New Hampshire Department of Education receives an annual grant under the Carl D. Perkins Career and Technical Education Act of 2006, as amended by Strengthening Career and Technical Education for the 21st Century Act. Section 124(3) of the Act charges the State with the responsibility of providing professional development opportunities for career and technical education administration and staff. The services provided by CCSNH support this charge by providing a teacher training program for New Hampshire Career & Technical Education (CTE) professionals. Individuals to be included in the training are newly hired CTE teachers. This program will allow new CTE teachers to complete one class per semester towards the 27-credit CTE Educator certificate at White Mountain Community College (WMCC) or New Hampshire Technical Institute (NHTI) at no cost.

In the event that Federal Funds are unavailable General Funds will not be requested to support this program.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, Department of Education
and the
CCSNH

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), Department of Education and the University System of New Hampshire, acting through CCSNH, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015, except as may be modified herein.

B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on 6/30/2021. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.

C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: NH-CTE Teacher Training Program

D. The following individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator	Campus Project Administrator
Name: Eric Frauwrth	Name: Beth Doiron
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: CCSNH System Office 26 College Drive Concord, NH 03301
Phone: 603-271-3867	Phone: 603-230-3530 x7030

E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director	Campus Project Director
Name: Eric Frauwrth	Name: Beth Doiron
Address: NH Department of Education 21 South Fruit St, Suite 20 Concord, NH 03301	Address: CCSNH System Office 26 College Drive Concord, NH 03301
Phone: 603-271-3867	Phone: 603-230-3530 x7030

F. Total Federal funds in the amount of \$38,700.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Campus Authorized Official SDH
Date 8/10/20

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. V048A170029 from USDOE under CFDA#84.048A. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015 is/are hereby amended to read:

H. State has chosen **not to take possession** of equipment purchased under this Agreement.

State has chosen **to take possession** of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the Community College System of New Hampshire, acting through the CCSNH and the State of New Hampshire, Department of Education have executed this Project Agreement.

By An Authorized Official of: CCSNH	By An Authorized Official of: Department of Education
Name: Dr. Susan Huard	Name: Frank Edelblut
Title: Interim Chancellor, CCSNH	Title: Commissioner of Education
Signature and Date: <i>Susan Huard</i> , 8/10/20	Signature and Date: <i>Frank Edelblut</i> 8.12.20

By An Authorized Official of: The New Hampshire Office of the Attorney General	By An Authorized Official of: The New Hampshire Governor & Executive Council
Name: Christopher Bond	Name:
Title: Attorney	Title:
Signature and Date: <i>Christopher Bond</i> 8/13/20	Signature and Date:

Campus Authorized Official SDH
Date 8/10/20

EXHIBIT A

A. Project Title: NH-CTE Teacher Training Program

B. Project Period: Date of Governor and Council Approval through June 30, 2021

C. Objectives: To administer grant funds from the Federal Carl D. Perkins program in order to provide a teacher training program for New Hampshire's Career and Technical Education (CTE) professionals. Individuals to be included in this training are newly hired CTE teachers. This program will allow new CTE teachers to complete one course per semester of the CTE Educator certificate program at either White Mountain Community College (WMCC) or New Hampshire Technical Institute (NHTI) at no cost.

- Primary contact for each of the Parties is as follows:

NH DOE: Eric Frauwirth, 21 South Fruit St., Suite 20, Concord, NH 03301

NHTI: Kelly Dunn, Grappone Hall, 31 College Drive, Concord, NH 03301

WMCC: Robin Scott, 2020 Riverside Drive, Berlin, NH 03570

D. Scope of Work: Community College System of New Hampshire (CCSNH) (vendor code 216952) shall provide the following services to the New Hampshire Department of Education: Invoicing and payment of:

I. CTE Courses

Summer Courses shall run for the equivalent of one week, Monday through Friday, from 9am to 5pm.

The locations for the Courses, to be specified by the high school CTE directors will be determined in consultation with WMCC and NHTI, respectively.

The Fall and Spring Courses will meet the 3.0 credit requirements and shall be run in a format satisfactory to the high school CTE directors and WMCC and NHTI. As long as the 3.0 credit requirements are met and pursuant to the agreement of the high school CTE directors, WMCC and NHTI need not adhere to the same format for the Courses offered at their respective institutions.

The number of hours per day and the delivery format of the Courses shall be determined by WMCC and NHTI, respectively, consistent with the requirements of a 3.0 credit course.

All Courses shall be taught by WMCC and/or NHTI approved instructors.

II. Enrollment

Each Course must reach a minimum enrollment of at least ten (10) participants, or the Course will not be offered.

WMCC and NHTI shall each have the right to enroll additional students in a Course, on an as-available basis.

Campus Authorized Official SDH
Date 8/10/20

III. Costs

Course costs shall be paid by the NH DOE, as set forth herein.

The per-student rate for the Courses is \$645, subject to the attainment of the enrollment minimum. The fees are based on the standard NHCCS rate of \$215 per credit hour. NHTI and WMCC have each agreed to waive their standard \$75 per student fee for the Courses.

Payment from NH DOE to WMCC and NHTI for each Course, based on the total enrollment in the Course and the per student rate, shall be due in full when invoiced at the end of the drop/add period and will be initiated via the state Grant Management System (GMS).

CCSNH will submit a CTE Teacher Training Enrollment Report at the end of the drop/add period each semester. Each report will include a line for the total number of students in each course, at the CCSNH institution. Additionally, each line in the report will multiply the number of students by \$645 tuition, to calculate the total cost for each line. This rate will remain the same for the 3 semesters of this agreement. Finally, the report will calculate the sum of each line for the total request for reimbursement. The sample provided may be used for creating the reports.

Sample Enrollment Report:

CTE Teacher Training Enrollment Report Template

Spring Semester 2020-21
(January 2021-June 2021)

Course Title	CCSNH Institution	Number of Students	Tuition	Total \$ Requested
Statistics	NHTI	10	\$645	\$6,450
Statistics	WMCC	10	\$645	\$6,450
				Total \$12,900

This template is provided as a sample

IV. Registration

A registration form for the Courses shall be developed by NHTI and WMCC in consultation with NH DOE (the "Registration Form").

One Registration Form shall be required for each student enrolling in a Course.

NH DOE or CTE directors shall deliver completed Registration Forms to NHTI and/or WMCC as appropriate. All Registration Forms shall be delivered simultaneously, excepting late registrants.

E. Deliverables Schedule: Contracting, invoicing and payment to providers of services required to complete the scope of work outlined above, and detailed within the budget plan below to be completed by June 30, 2021.

Campus Authorized Official SOL
Date 8/10/20

F. Budget and Invoicing Instructions:

FY 2021				
Tuition	\$645/course	20 maximum students	3 semesters	\$38,700
TOTAL				\$38,700

Invoices and payments will be completed and submitted into the Grants Management System (GMS).

The total cost for all services provided under this CPA shall not exceed \$38,700. Payment shall be made through the NH Department of Education's Grant Management System (GMS) on the basis of monthly reports, which are submitted within GMS.

Funding Source: 100% Federal Funds

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or Click here to enter text..

Campus Authorized Official SDH
Date 8/10/20