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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

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Helen E. Hanks  
Commissioner

Robin H. Maddaus  
Director

May 6, 2020

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

**REQUESTED ACTION**

Authorize the NH Department of Corrections (NHDOC) to accept and expend a Carl D. Perkins sub grant from the NH Department of Education (NHDOE), in the amount of \$10,000.00, to provide funding for the Career and Technical Education (CTE) programs and classes at the NHDOC facilities, effective upon Governor and Executive Council approval through June 30, 2021. 100% Federal Revenue received from another State Agency

Funds are to be budgeted in an account, Perkins Grant-NHSPM, Accounting Unit 02-046-046-460510-803500000 as follows:

Grant Title: Perkins Grant-NHSPM				
Account	Description	FY 2020 Current	FY 2020 Requested Action	FY 2020 Adjusted Authorized
020-500200	Supplies	6,633.00	-	6,633.00
040-501587	Indirect Costs	1.00	-	1.00
057-500531	Books	18,366.00	5,000.00	23,366.00
	<b>Totals</b>	<b>25,000.00</b>	<b>5,000.00</b>	<b>30,000.00</b>
Source of Funds:				
00D-488556	Federal Revenue from NHDOE	(25,000.00)	(5,000.00)	(30,000.00)

<b>Grant Title: Perkins Grant-NHSPM</b>				
Account	Description	FY 2021 Current	FY 2021 Requested Action	FY 2021 Adjusted Authorized
020-500200	Supplies	4,999.00	-	4,999.00
037-500173	Technology Hardware	3,000.00	5,000.00	8,000.00
038-500175	Technology Software	2,000.00	-	2,000.00
040-501587	Indirect Costs	1.00	-	1.00
057-500531	Books	10,000.00	-	10,000.00
066-500546	Employee Training	5,000.00	-	5,000.00
	<b>Totals</b>	<b>25,000.00</b>	<b>5,000.00</b>	<b>30,000.00</b>
<b>Source of Funds:</b>				
00D-488556	Federal Revenue from NHDOE	(25,000.00)	(5,000.00)	(30,000.00)

### EXPLANATION

The NHDOC is requesting authorization to accept and expend a Carl D. Perkins sub grant from the NHDOE in the amount of \$10,000.00.

In anticipation of FY 2020 and FY 2021 Carl D. Perkins (Perkins) sub grant awards, and with communication with the NHDOE, the NHDOC budgeted Perkins grant appropriations in the amount of \$25,000 for each Fiscal Year. In July 2019, the NHDOC responded to a Request for Proposal (RFP) solicited by the NHDOE for Perkins grant sub recipients to assist in the operation of career and technical education programs. Ultimately, the NHDOC was awarded a Perkins sub grant award in the amount of \$60,000. In February 2020, the NHDOC entered into a Memorandum of Understanding (MOU) with NHDOE, which NHDOE presented, and was approved by the Governor and Executive Council on April 8, 2020, Item #61.

The Perkins sub grant provides federal funding to the NHDOC to improve career and technical education programs and will be used to support programs and materials that expand and improve career and technical education to students while incarcerated in the NHDOC.

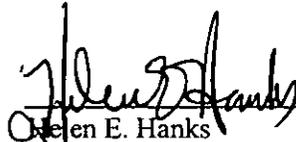
For the FY 2020 and FY 2021 allocation of the Carl D. Perkins grant application, the NHDOC's priorities are:

1. Create a new CTE program, in the area of Cosmetology, Barbering and Esthetics. This program will provide opportunities for certification and licensure within the community post release. Funding from the grant will support the acquisition of books and materials for the Cosmetology lab.
2. Microsoft Training with the long-term goal of providing Microsoft certifications that focuses on residents to become more technology literate and be able to successfully navigate the contemporary workplace and everyday life upon release. Funding will be used to purchase equipment and software to prepare a computer lab for instruction and to address a lack of formal industry standard technology certification opportunities. In addition, create career pathways with industry partners for successful program participants to transition to as they successfully complete the program and progress through the correctional system.

3. Enhance current CTE offerings by bringing industry standard learning materials into our career and technical education program, meet CTE standards through NHDOE requirements, and incorporate new and emerging foundation skills needed to perform tasks proficiently at current business and industry standards. Funding will be used to purchase new instructional materials including textbooks, to address the needs of the students in various CTE areas.

In the event federal funds no longer become available, general funds will not be requested to support this program.

Respectfully Submitted,

  
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Helen E. Hanks  
Commissioner

## Memorandum of Understanding

This memorandum of understanding 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 Career and Technical Education (CTE) programs and classes for the New Hampshire Department of Corrections Facilities in order to implement education and training to decrease recidivism and to provide residents with the skills and competencies needed to gain entry-level employment in high skill or high wage, or in-demand sectors or occupations.

II. Background:

Section 112(a)(2)(A) of the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins) allows for "an amount equal to not more than 2 percent of the amount allotted to the State under section 111 for the fiscal year shall be made available to serve individuals in State institutions, such as State correctional institutions, juvenile justice facilities, and educational institutions that serve individuals with disabilities".

III. Term of Agreement:

This subaward will commence upon Governor and Executive Council approval and will expire on June 30, 2021.

IV. Agreement:

Parties to this MOU agree to the following:

**NH Department of Corrections will, either directly or through its agents/contractors:**

- Ensure that residents completing CTE programs or classes earn industry-recognized credentials, including licenses, certificates, and stackable credentials, to the greatest extent practicable.
- Follow all applicable Federal terms, conditions, and regulations associated with the subaward, as outlined in 2 CFR 200.
- Submit monthly reports for reimbursements of costs for subaward activities, using the NH Department of Education's Grants Management System (GMS).
- Submit a progress report, for Perkins Consolidated Annual Report reporting. This report will be submitted to the NH Department of Education's Bureau of Career Development no later than December 1 of 2020. The report will include a list of CTE programs and classes utilizing Perkins funds awarded through the subaward included in this present MOU, a count of residents participating in each of the CTE programs using such subaward funding, and a count of any residents earning industry-recognized credentials.

- Retain records, including financial records, associated with this subaward and make them available for review by the NH Department of Education's Bureau of Federal Compliance and Bureau of Career Development as part of regular monitoring of the subaward.

**NH Department of Education will:**

- Provide a subaward of \$60,000.00 to cover costs associated with the provision of Career and Technical Education programs and classes at the NH DOC prison facilities.
- Conduct regular program monitoring, to ensure programs are effectively serving residents and providing program participants with skills and competencies to enter into employment upon release.
- Provide technical assistance for CTE programs and classes, either upon request by NH Department of Corrections, or as a result of corrective actions 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.

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION

Date: 3-12-20

[Signature]  
By: Frank Edelblut, Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS

Date: 2/25/2020

[Signature]  
By: Helen E. Hanks, Commissioner.

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF JUSTICE

Date: 3/13/20

[Signature]  
By: CHRISTOPHER G. BOND

I hereby certify that the foregoing MOU was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: APR 08 2020 (Date of Meeting)

OFFICE OF THE SECRETARY OF STATE

Date: APR 08 2020

[Signature]  
Name: \_\_\_\_\_  
Title: **DEPUTY SECRETARY OF STATE**

**EXHIBIT C**  
**METHOD OF PAYMENT**

**I. Budget:**

Textbooks:	\$19,269.27
Computers:	\$13,260.00
Servers and Monitors:	\$8,587.98
Microsoft Certification Study Guides	\$2,351.04
Office Pro Software	\$8,184.00
<u>Cosmetology Program Supplies</u>	<u>\$8,347.71</u>
Total	\$60,000.00

**II. Limitation on Price:**

This MOU is for the amount of \$60,000.00

**III. Funds to support this request are available in the account entitled CTE Voc Ed – Perkins as follows:**

	<u>FY20</u>	<u>FY21</u>
06-56-56-562010-40260000-085-588546 INTERAGCY XFR OUT OF FED FN	\$30,000	\$30,000

**IV. Method of Payment:**

Payment to be made within the NH Department of Education's Grants Management System (GMS) on the basis of monthly reports, which are submitted within GMS.