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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS

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Helen E. Hanks  
Commissioner  
Robin H. Maddaus  
Director

February 6, 2018

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

**REQUESTED ACTION**

Authorize the NH Department of Corrections to accept and expend funds made available through the Adult Basic Education (NHDOE Project #87012) in the amount of \$188.00 which will be utilized for computers and a CDL simulator in support of the Corrections Special School District students with job skills necessary for career readiness, effective upon the Governor and Executive Council approval through June 30, 2018. 100% Agency Income, (Federal Funds at origin).

Funds are to be budgeted in an account, Adult Basic Ed Grant: 02-46-46-460510-59620000, Department of Corrections, Corrections Grants, Adult Basic Ed Grant as follows:

Project Name: Adult Basic Education at New Hampshire State Prison

Grant Title: Adult Basic Ed		SFY 2018	REQUESTED	SFY 2018
Account:	Description:	CURRENT	ACTION	ADJUSTED
020-500200	Current Expense	1,904.00	0.00	1,904.00
030-500322	Ed-Science-Rec Equipment	0.00	100.00	100.00
037-500173	Computer Hardware	0.00	88.00	88.00
038-500175	Computer Software	1,300.00	0.00	1,300.00
050-500109	Part Time Salaries	37,517.75	0.00	37,517.75
057-500531	Books, Periodicals	4,700.00	0.00	4,700.00
060-500601	Benefits	5,729.68	0.00	5,729.68
<b>Appropriations</b>		<b>51,151.43</b>	<b>188.00</b>	<b>51,339.43</b>
<b>Source of Funds:</b>				
009-408153	Agency Income	(51,151.43)	(188.00)	(51,339.43)
<b>Total Funds</b>		<b>(51,151.43)</b>	<b>(188.00)</b>	<b>(51,339.43)</b>

**EXPLANATION**

The NH Department of Corrections included Adult Basic Education appropriations in the amount of \$49,594.00 in the SFY18 budget in anticipation of a sub grant from the NH Department of Education and a SFY17 carry forward in the amount of \$1,557.43. NHDOC received a SFY18 award in the amount of \$49,782.00.

In October 2017, the New Hampshire Department of Education, Bureau of Adult Education, posted a Request for Proposal (RFP) to solicit from interested parties that have experience working with adults in need of adult education and literacy activities including those interested in transitioning to the workforce or postsecondary education. The RFP services are

funded under the federal Workforce and Opportunity Act (WIOA) Title II, which supports “innovative strategies to keep pace with changing economic conditions and seeks to improve coordination across primary Federal programs that support employment services, workforce development, adult education and vocational rehabilitation activities.”

The NH Department of Corrections (NHDOC) submitted, and was subsequently awarded, the WIOA, Bureau of Education grant administered by the NH Department of Education. The SFY18 Adult Basic Education (ABE) will be utilized to fund a part-time instructor who will assist individuals under the custody of the New Hampshire Correctional Facilities housed in the minimum security Transitional Housing Units (THU) and the Transitional Work Center (TWC), with career readiness and job skills. The NH Department of Corrections minimum security housing units for male residents encompass the Transitional Work Center and North End House in Concord, NH and the Calumet House in Manchester, NH. Female minimum security residents housed at the Shea Farm House in Concord, NH will also benefit from this initiative. Individuals in Community Corrections THU and TWC minimum security units have fewer than two years remaining in custody and career readiness programming will create pathways to future employment.

The SFY18 ABE grant funding will offer minimum security residents the opportunity to improve career readiness skills to include job searches, resume and job application skills and basic computer skills. Additionally, a new program for a Commercial Driver’s License (CDL) certification test preparation will be offered. The instructor will also be the liaison between the students and the Granite State High School, Special School District, indicating when the students are prepared to take the HISET high school equivalency exam. The tutor will provide both small group and one-on-one instruction to students. The ABE grants funding will be utilized to purchase laptop computers with OFFICE software, s CDL simulator, along with related books and workbooks.

NHDOC minimum security resident’s participation and successful completion of the courses offered through the ABE funding will decrease the chance of recidivism and increase the chance of a successful re-entry into the community.

The NH Department of Corrections Adult Basic Education grant award budget does not include Indirect Costs as this cost is not identified as part of the sub-grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the Federal grant (NHDOE) to include Audit Fee Set Aside as part of their agency’s budget. A Post Retirement class is not included in the NHDOC budget as personnel for this grant is a part time position and as such, a retirement pension is not a fringe benefit.

Source of funds: 100% Agency Income-Pass-through grant from NH Department of Education.

In the event that these funds no longer become available state general funds will not be requested to support this program. A copy of the Grant Approval memo is attached.

Respectfully Submitted,



Helen E. Hanks  
Commissioner

**Fiscal Situation**  
**Adult Basic Ed (Grant Project # 87012)**  
**Accounting Unit 02-46-46-460510-5962**

	<b>Grant</b>
SFY 2017 ABE Sub Grant Balance Forward	\$1,557.43
SFY 2018 ABE Sub Grant Authorized	49,782.00
Total ABE Sub Grant Authorized	<u>\$51,339.43</u>
LESS: SFY 2018 Current Appropriations	<u>(51,151.43)</u>
ABE Grant Authorization Available	<b>\$188.00</b>
<b>This Request</b>	<b>\$188.00</b>

Frank Edelblut  
Commissioner



Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
Bureau of Adult Education  
Tel. 603-271-6698

**GRANT APPROVAL MEMO**

DATE: January 24, 2018

SAU/RA#: 517

CFDA#: 84.002

PROJECT #: 87012

TO: NH Department of Corrections  
105 Pleasant Street, 3<sup>rd</sup> Floor  
PO Box 1806  
Concord, NH 03302-1806

FROM: Bureau of Adult Education  
21 South Fruit Street, Suite #20  
Concord, NH 03301

PROJECT TITLE: ADULT BASIC EDUCATION AT NEW HAMPSHIRE STATE PRISON

PROJECT PERIOD: Upon G&C approval through June 30, 2018

APPROVED AMOUNT: \$49,782.73

A handwritten signature in black ink, appearing to read "Art Ellison".

ART ELLISON, ADMINISTRATOR  
BUREAU OF ADULT EDUCATION

Please enter the narrative and budget on the Grants Management System.

If you have any questions please do not hesitate to call.

AE:jc