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Frank Edelblut
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
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March 1, 2019

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) to provide a statewide summer training program in an amount not to exceed \$24,000.00, effective upon Governor and Council approval through September 30, 2019. 100% Federal Funds.

Funds to support this request are available in the account titled CTE Voc Ed – Federal, for FY 2019; and are anticipated to be available in FY 2020, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office, without further Governor and Council approval if needed and justified:

		<u>FY 2019</u>
06-56-56-565010-60320000-072-502649	Grants Federal	\$7,500.00
		<u>FY 2020</u>
06-56-56-562010-40260000-072-502649	Grants Federal	\$16,500.00

EXPLANATION

The New Hampshire Department of Education receives an annual grant under the Carl D. Perkins Career and Technical Education Act of 2006. 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 forum for NH career and technical education (CTE) professionals to participate in a collaborative training experience, hosted on the campus of Manchester Community College. The training will address diverse educator needs and include CTE professionals from secondary and postsecondary administrators, school counselors, and career development specialists. Content will include collection of input relative to the development of a state plan in compliance with Perkins V: Strengthening Career and Technical Education for the 21st Century Act.

The training will include five days of onsite training at Manchester Community College, August 5-9, 2019, for CTE instructors that are new to the field in school years 2019 and 2020. Additionally, it

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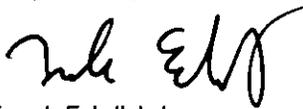
March 1, 2019

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will provide veteran educators and administrators with content focused on program improvement and Federal compliance in alignment with the authorization of Perkins V legislation in 2018. The summer training program will be planned in partnership between the NH Department of Education's Bureau of Career Development and the Community College System of New Hampshire. Participants will receive training materials that support new educator needs and knowledge of the Perkins V legislation as applicable.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Frank Edelblut', written in a cursive style.

Frank Edelblut
Commissioner of Education

COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, Department of Education
and the
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the **Community College System of New Hampshire** (hereinafter "CCSNH"), for the purpose of undertaking a project of mutual interest. This Cooperative Project, involving a consortium made up of the seven community colleges in CCSNH and the Thompson School of Applied Sciences at the University of New Hampshire, 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 **September 30, 2019**. If the provision of services by CCSNH precedes the Effective date, all services performed by CCSNH shall be performed at the sole risk of CCSNH and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay CCSNH for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date, and within the grant period, 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 Summer Training Program 2019

- 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

Name: Heather Gage (TBD State Director)

Address: NH Department of Education
21 South Fruit St, Suite 20
Concord, NH 03301

Phone: (603) 271-5992

CCSNH Project Administrator

Name: Beth Doiron

Address: CCSNH
26 College Dr.
Concord, NH 03301

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

Name: Courtney Ritchings

Address: NH Department of Education
21 South Fruit St, Suite 20
Concord, NH 03301

Phone: (603) 271-3809

CCSNH Project Director

Name: Beth Doiron

Address: CCSNH
26 College Dr.
Concord, NH 03301

Phone: (603) 230-7030

F. Total Federal funds in the amount of \$24,000.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse CCSNH for costs exceeding the amount specified in this paragraph.

Check if applicable

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

Federal funds paid to CCSNH under this Project Agreement are from Grant Agreement No. **V048A170029** from USDOE under CFDA# **84.048A**. Federal regulations required to be passed through to CCSNH 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 Project 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 CCSNH 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 CCSNH 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.

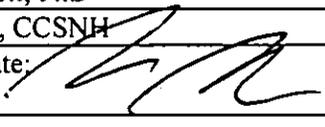
IN WITNESS WHEREOF, the Community College System of New Hampshire and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

By An Authorized Official of:

Community College System of New Hampshire

Name: Ross Gittell, PhD

Title: Chancellor, CCSNH

Signature and Date:  3/27/19

By An Authorized Official of:

Department of Education

Name: Frank Edelblut

Title: Commissioner of Education

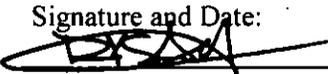
Signature and Date:  4-2-19

By An Authorized Official of: the New

Hampshire Office of the Attorney General

Name: Richard Sala

Title: Attorney

Signature and Date:  APR 15, 2019

By An Authorized Official of: the New

Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: NH-CTE Summer Training Program 2019

B. Project Period: Effective upon Governor and Council approval through September 30, 2019

C. Objectives: To administer grant funds from the Federal Carl D. Perkins program in order to provide a five day training program for New Hampshire’s career and technical education professionals. Individuals to be included in this training include but are not limited to CTE administration, instructors, work-based learning coordinators, school counselors, and career development professionals from the secondary and postsecondary CTE programs throughout NH.

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

1. Organizations and individuals delivering training to NH CTE professionals during the week of Monday, August 5th through Friday, August 9th, 2019.
2. The Manchester Community College for provision of space at which to facilitate said training the week of Monday, August 5th through Friday, August 9th, 2019.
3. Vendors delivering textbooks and supplies for use in said training.

These invoices and payments will be completed and submitted into the Grants Management System (GMS) for payment by September 30, 2019.

This training will allow the NH Department of Education’s Bureau of Career Development to collaborate with statewide CTE professionals in order to:

- Collect public input for use in the development of the Perkins V: Strengthening Career and Technical Education for the 21st Century State Plan.
- Provide targeted training in order to increase retention and support professional growth of CTE instructors new to the field in SY2019 and SY2020.
- Increase statewide understanding of the Federal requirements under Perkins V.
- Provide training relative to career and technical education (CTE) program improvement and integrations of equity best practices in CTE.

E. Deliverables Schedule: Contracting, invoicing and payment to providers of facilities, supplies, and services required to complete the scope of work outlined above and detailed within the budget plan below to be completed by September 30, 2019.

F. Budget and Invoicing Instructions:

FY 2019		FY 2020	
Facilities	\$0.00	Facilities	\$3,000.00
Professional Services	\$0.00	Professional Services	\$1,500.00
Stipends to Training Providers	\$0.00	Stipends to Training Providers	\$12,000.00
Textbooks & Supplies	\$7,500.00	Textbooks & Supplies	\$0.00
TOTAL	\$7,500.00	TOTAL	\$16,500.00

The total cost for all services provided under this CPA shall not exceed \$24,000. 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 Agreement to New Hampshire from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between State and CCSNH, 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 CCSNH; 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 **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.**