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Virginia M. Barry, Ph.D.
Commissioner of Education
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Deputy Commissioner of Education
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

May 7, 2013

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
State House
Concord, New Hampshire 03301

*60% General Fund
40% Federal Fund*

REQUESTED ACTION

Authorize the Department of Education to grant funds to Hillsborough County, Department of Corrections (vendor code 177406) not to exceed the amount of \$32,247.81 upon G&C approval for the period effective from July 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will provide instruction in the areas of upper level adult basic education and high school equivalency test preparation at the Hillsborough County House of Correction. Pending legislative approval of the next biennium budget funding for this request is available as follows:

<u>Amount</u>	Federal Funds (40%) Account No.	General Funds (60%) Account No.
\$32,247.81	<u>06-56-56-7004-072-0575</u> \$12,899.13	<u>06-56-56-7004-601-0931</u> \$19,348.68

EXPLANATION

Services provided by this grant will include direct instruction to inmates at the Hillsborough County House of Correction in the areas of upper level adult basic education and high school equivalency test preparation. The services will be provided by a part-time teacher added to the existing educational program staff. Approximately 40 inmates will be served by the program.

All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private not for profit and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (workforce Investment Act-Title II).

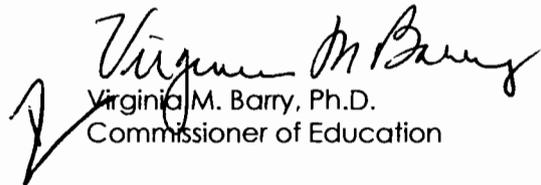
Funding for this grant comes from the Adult Education and Family Literacy Act and state funding for adult basic education. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies.

Her Excellency, Governor Margaret Wood Hassan
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May 7, 2013

The actual amount of the grant may reflect changes incorporated into the project after the OBM Form 1-Project Application was filed with the Bureau of Adult Education.

The Bureau of Adult Education provides educational services to approximately 8,000 adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to the Hillsborough County Department of Corrections.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

VMB/AE:jc

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Hillsborough County Department of Corrections
445 Willow Street
Manchester, NH 03103
SAU/RA: 546

TYPE OF CHANGE
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

Proposed Project Title: Adult Basic Education Program Project Period: July 1, 2013 to June 30, 2014

The following information is required for all projects

PROJECT MANAGER: NAME: Captain Marc Cusson
ADDRESS: 445 Willow Street, Manchester, NH 03103
E-MAIL ADDRESS: mcusson@hillsboroughcountynh.org

TITLE: Chief of Operations
TELEPHONE: (603) 627-5620
FAX: (603) 627-5618

FINANCIAL CONTACT: NAME: Marlene Montminy
E-MAIL ADDRESS: mmontminy@hillsboroughcountynh.org

TELEPHONE: (603) 627-5620
FAX: (603) 627-5618

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:
 Hillsborough County Department of Corrections
 445 Willow Street
 Manchester, NH 03103

APPROVED INDIRECT COST RATE: _____ %

David M. Dionne, Superintendent
PRINT NAME AND TITLE of SUPERINTENDENT

[Signature]
SIGNATURE of SUPERINTENDENT

5/1/13
DATE

HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS

445 Willow Street

Manchester, New Hampshire 03103-6216

Telephone (603) 627-5620 Facsimile (603) 627-5618

www.hillsboroughcountydoc.org

David M. Dionne, CLS
Superintendent

Captain Gifford F.J. Hiscoe, CJM
Security

Captain Marc L. Cusson
Operations

CERTIFICATE OF AUTHORITY

I, Sandra Ziehm, Clerk of the Board of Hillsborough County Commissioners do hereby certify that:

1. I maintain and have custody of and I am familiar with the seal and minute books of the County;
2. I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
3. The following is a true and complete copy of the resolution adopted by the Board of the Hillsborough County Commissioners at a meeting of that Board on May 1, 2013, which meeting was held in accordance with the law(s) of the State of New Hampshire.
4. As per the resolution of the Hillsborough County Commissioners, we hereby approve that Hillsborough County may enter into a contract with the State of New Hampshire Department of Education for the provision of services and any modification, extensions, or renewals thereof. This resolution shall remain in force until specifically revoked.
5. The following is a true and complete copy of the minutes of the Hillsborough County Commissioners meeting dated May 1, 2013. Furthermore, on behalf of the Hillsborough County Commissioners, I, Sandra Ziehm, Clerk of the County Commissioners of Hillsborough County, New Hampshire, do hereby authorize David M. Dionne, Superintendent, to execute all applicable documents in association with the Adult Basic Education grant for the fiscal year 2014 in order to obtain those monies.
6. The foregoing resolution(s) and by-law(s) are full force and effect, unamended, as of the date hereof; and
7. The following person(s) lawfully occupy the office(s) indicated below:

Toni Pappas, Chair
Carol H. Holden, Vice Chair
Sandra Ziehm, Clerk



IN WITNESS WHEREOF, I hereunto set my hand as the Clerk of Hillsborough County this 1ST day of May, 2013.

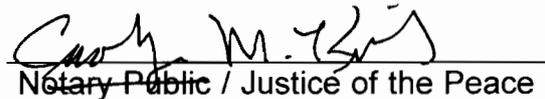
(Corporate Seal if any)


Sandra Ziehm, Clerk

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

On May 1, 2013, before the undersigned officer personally appeared Sandra Ziehm, known to me and satisfactorily proven to be the Clerk of the County identified in the foregoing certificate, and I hereby acknowledge that Sandra Ziehm executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.


Notary Public / Justice of the Peace

my commission expires 9/9/2014

Hillsborough County Department of Corrections Educational Program

Needs Assessment

The Facility

The Hillsborough County Department of Corrections (HCDOC) is an adult Correctional Facility located in Manchester, New Hampshire. It serves all of Hillsborough County and currently houses 415 male and female inmates with a capacity of approximately 740 persons. Inmates are between 17 and 70 years of age.

The HCDOC is a modern maximum-security facility, which incarcerates over 3000 inmates per year. Inmates may serve sentences of up to one year, at the HCDOC, and pretrial inmates can be held for up to 18 months or longer. Inmates awaiting transfer to other facilities can be held for approximately a year. Sentenced inmates can serve up to 1 year.

The Population Profile

The diverse population at the HCDOC includes County, State, male and female inmates who are waiting trial of transfer to another facility or are sentenced and serving time. The HCDOC currently houses an average of 415 inmates, individuals being pre-trial, or those waiting to be transferred to other states, or other facilities such as alcohol-drug rehabilitation programs. All HCDOC are eligible to attend school.

The high number of inmates without high school diplomas evidences the need for an Adult Basic Education Program at the HCDOC. An average summary of the HCDOC population.

Total HCDOC Population	415
Total without High School Diplomas	210
Percent without High School Diplomas	51%
HCDOC Population of Hispanic Origin	16%
HCDOC Population that are Foreign Born	11%

The Program Narrative/Program Design

Program Objectives

Clear and measurable objectives of the program are:

- 1. To diagnose the strengths and weaknesses of each student and to determine the appropriate level of instruction for that student. The teacher does this through observation, achievement tests and other diagnostic tools: the teachers utilize the Test of Adult Basic Education (TABE), the McGimty/Gates reading locator test, The Mastery Test for the basic essentials of Math and The Specific Skills Placement Test and GED Pre-Tests – for beginning literacy the Best Test is utilized, as well as one-on-one conversation.**
- 2. To enhance the student's self-confidence by creating a positive learning environment. This is accomplished through praise and encouragement when goals are met as well as with the use of awards and incentives.**
- 3. To facilitate the students' desire to obtain their GEDs or other educational goals. The teacher provides instructions and pre-tests for students who are sufficiently prepared and regularly schedules GED testing.**
- 4. To evaluate the Educational Program on a continual basis to ensure maximum effectiveness. The teacher uses daily work, weekly tests, pre-tests, post-tests, GED preparation notebooks, collected materials, attendance records, observation, and other materials and means to evaluate student progress and educational design.**
- 5. To implement the Standards for Adult Education Programs and establish criteria to ensure that specific applicable goals set in the standards are met, including worker, community, and family.**
- 6. To utilize the Educational Functioning level descriptors to determine that measurable outcome of Adult Education Basic levels are met.**
- 7. To evaluate all students exiting the program, to determine and to set goals for these students upon re-entry into society.**

The education goals of the program of a student's goals must be modified in some instances because of the uncertainty of the amount of time a student can remain in the program due to the terms of his/her incarceration.

HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS

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Manchester, New Hampshire 03103-6216
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David M. Dionne, CLS
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Operations

HILLSBOROUGH COUNTY BOARD OF COMMISSIONERS

Toni Pappas, Chair
District #1

Sandra Ziehm, Clerk
District #2

Carol H. Holden, Vice Chair
District #3

Directors/Commissioners serve without compensation.



Serving The Communities Of: Amherst, Antrim Bedford, Bennington, Brookline, Deering, Francestown, Goffstown, Greenfield, Greenville, Hancock, Hillsborough, Hollis, Hudson, Litchfield, Lyndeborough, Manchester, Mason, Merrimack, Milford, Mont Vernon, Nashua, New Boston, New Ipswich, Pelham, Peterborough, Sharon, Temple, Weare, Wilton, Windsor.

HILLSBOROUGH COUNTY DOC
448 WILLOW STREET
MANCHESTER NH 03103

ABE/ESL TEACHER

SALARY

LYNN K. HAYDEN

\$29,956.18



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Hillsborough County 329 Mast Road - Suite 114 Goffstown, NH 03045	Member Number: 608	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2012	7/1/2013	Each Occurrence	\$ 5,000,000
General Aggregate				\$ 5,000,000	
Fire Damage (Any one fire)				\$	
Med Exp (Any one person)				\$	
<input type="checkbox"/>	Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate	
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	1/1/2013	1/1/2014	<input checked="" type="checkbox"/> Statutory	
Each Accident				\$2,000,000	
Disease – Each Employee				\$2,000,000	
Disease – Policy Limit				\$	
<input type="checkbox"/>	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only for Adult Basic Education Program Grant.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
NH Dept of Education Bureau of Adult Education 21 South Fruit St, Ste 20 Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 4/24/2013 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1887

