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Frank Edelblut
Commissioner

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Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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March 3, 2020

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

REQUESTED ACTION

Authorize the Department of Education to enter into a Memorandum of Understanding (MOU) with the New Hampshire Department of Corrections (NHDOC), NH State Prison, Concord, NH (Vendor Code 177896), in the amount of \$60,000 to assist in the operation of their approved career and technical education programs for offenders for the period effective from Governor & Council approval through June 30, 2021. 100% Federal Funds.

Funds are available in the account titled CTE Voc Ed-Perkins for Fiscal Years 2020 and 2021, with the authority to adjust encumbrances between Fiscal Years through the Budget Office, without further approval from Governor and Council, if needed and justified:

CTE Voc Ed-Perkins		<u>FY20</u>	<u>FY21</u>
06-56-562010-40260000-085-588546 Interagency Xfr Out of Federal Funds		\$30,000	\$30,000

EXPLANATION

The Strengthening Career and Technical Education for the 21st Century Act grant received by the State allows for sub grants to be made to non-public recipients to assist them in operating their career and technical education or apprenticeship programs. We are asking for approval to enter into an MOU with the New Hampshire Department of Corrections based on an application that has been submitted to and approved by the Department of Education.

A Request for Proposal was released to eligible applicants on July 12, 2019. Two proposals were received, one from the NH State Prison and the other from Belknap County Department of Corrections/Men and Woman. The proposals were reviewed by the Department of Education, Career Development Bureau Education Consultants. Both have experience in evaluation of state institutions RFP submissions utilizing an evaluation tool that was developed by department staff (Attachment A). The reviewers recommend funding both programs.

His Excellency, Governor Christopher T. Sununu

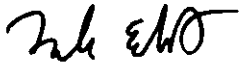
and the Honorable Executive Council

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The proposal submitted by the NH State Prison indicates that these funds will be used to provide career and technical program instruction to approximately 300 offenders (male and female). Funds will be used to deliver instruction in Building Trades, Business Education, Computer Education, Culinary Arts, and an Introduction to the Workforce program.

In the event that Federal Funds become no longer available, 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

Attachment A

SCORING FOR REVIEW OF FY20 STATE INSTITUTIONS PROPOSALS

Proposal Criteria in the RFP

Detailed Project Plan	35 points
Evaluation Plan	30 points
Budget	25 points
Prior Fiscal Management	<u>10 points</u>
Possible Points	100 points

Two (2) RFPs' were received and scored.

	Jeffry Beard	Nicole Bellabona	Peer Review
NH DOC State Prison	94	93	93.5
Belknap County	96	94	95

An RFP review occurred on August 23, 2019. The RFP review panel consisted of the following employees from the Department of Education.

Jeffry Beard, Ed.D, Education Consultant. Dr. Beard is a member of the Career Development Bureau within the New Hampshire Department of Education. He serves as an Education Consultant and has 7 years of grant management experience, which includes data analysis and reporting. Dr. Beard has the ability to critically assess grant proposals based on the stated guidelines.

Nicole Bellabona, Education Consultant. Ms. Bellabona is a member of the Career Development Bureau within the New Hampshire Department of Education. She serves as an Education Consultant and has 6 years of grant management experience, which includes reporting and financial management. Ms. Bellabona has a wide range of experience within the Bureau; she has the ability to critically assess grant proposals based on the stated guidelines.

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 21st 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: _____ (Date of Meeting)

OFFICE OF THE SECRETARY OF STATE

Date: _____

Name:
Title:

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.