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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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August 22, 2019

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to enter into a **sole source** Cooperative Project Agreement with the Community College System of New Hampshire (CCSNH) (Vender Code 216952), in an amount not to exceed \$2,453,042.68, to improve Career and Technical Education programs upon Governor and Council approval through August 15, 2021. 100% Federal Funds.

Funds to support this request are anticipated to be available in the following accounts in FY 2020 and FY 2021 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

		<u>FY</u>	
06-56-56-562010-60320000-072-502652	Grants Federal	\$1,019,714.40	2020
06-56-56-562010-60320000-072-502652	Grants Federal	\$1,152,219.66	2021
06-56-56-562010-60320000-072-502652	Grants Federal	\$ 132,505.26	2022
06-56-56-562010-60320000-072-502649	Grants Federal	\$ 65,756.98	2020
06-56-56-562010-60320000-072-502649	Grants Federal	\$ 74,301.68	2021
06-56-56-562010-60320000-072-502649	Grants Federal	<u>\$ 8,544.70</u>	<u>2022</u>
Total		\$2,453,042.68	

EXPLANATION

This is a **sole source** request because CCSNH is the only postsecondary institution in New Hampshire that is eligible to receive these federal grant funds. RSA 188 F: 17 states that "the state board of education, acting as the state board for technical education, shall be the primary recipient of federal funds provided under the Carl D. Perkins Vocational Act of 1984. The

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state board shall, each year, provide CCSNH with funds available under the Titles I-IV of the act and subsequent amendments to the act. The board of trustees of the Community College System of New Hampshire shall jointly plan with the Department of Education for the expenditure of funds in the New Hampshire state plan for career and technical education. The chancellor of the Community College System of New Hampshire and the Commissioner of Education shall cooperate in the development of applications for such funds." The Community College System is the only state-wide system in NH. This Cooperative Project Agreement service area is statewide.

This is to request approval to enter into a Cooperative Project Agreement with the CCSNH based on an application submitted to and approved by the Department of Education. The United States Department of Education approved the State of New Hampshire Five-Year Plan. Section (B) (3) of the approved plan states that Postsecondary funds will be allocated to a single eligible postsecondary recipient; a consortium formed among the institutions in the Community College System of New Hampshire.

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) was reauthorized by the Federal government and signed into law in 2018. The Act supports and promotes offering quality career and technical education programs at the secondary and postsecondary levels. Successful completion of career and technical education in high school helps guarantee student success in college and career. The three hundred-twenty high school programs are linked to the same programs at the seven community colleges in the Community College System of New Hampshire. CCSNH qualifies as the postsecondary education institute as outlined in Section 132 of the Strengthening Career and Technical Education for the 21st Century Act.

Students completing programs at the secondary and postsecondary level are the future workforce for New Hampshire. These federal grant funds will be used to continue to improve these postsecondary programs as well as support leadership to ensure compliance with reporting.

The consortium represents a statewide system of certificate and degree programs at the postsecondary level with strong connections to all the career and technical education programs at the secondary level.

In the event that Federal funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



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 **August 15, 2022**. 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 activities and services to be provided under the terms of this Project Agreement are designed to improve the career and technical education (CTE) programs in the CCSNH and the Thompson School of Applied Sciences at the University of New Hampshire, and are 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: Perkins Postsecondary CTE Program Improvement Grant

- 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	CCSNH Project Administrator
Name: Eric Frauwirth	Name: Beth Doiron
Address: NH Department of Education 21 South Fruit St, Suite 20 Concord, NH 03301	Address: CCSNH System Office 26 College Drive Concord, NH 03301
Phone: 603-271-5992	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 Administrator	CCSNH Project Administrator
Name: Eric Frauwirth	Name: Beth Doiron
Address: NH Department of Education 21 South Fruit St, Suite 20 Concord, NH 03301	Address: CCSNH System Office 26 College Drive Concord, NH 03301
Phone: 603-271-5992	Phone: 603-230-3530 x7030

F. Total Federal funds in the amount of \$2,453,042.68 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/Contract/Cooperative 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

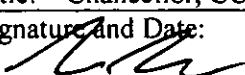
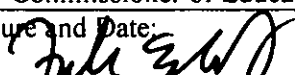
Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this 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, acting through the CCSNH and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

By An Authorized Official of:	By An Authorized Official of:
CCSNH	Department of Education
Name: Ross Gittell, PhD	Name: Frank Edelblut
Title: Chancellor, CCSNH	Title: Commissioner of Education
Signature and Date:  7-16-19	Signature and Date:  8-26-19

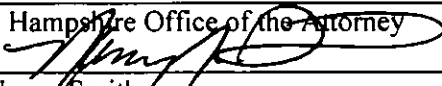

By An Authorized Official of:	By An Authorized Official of:
The New Hampshire Office of the Attorney General 	The New Hampshire Governor & Executive Council
Name: Nancy Smith	Name:
Title: Senior Assistant Attorney General	Title:
Signature and Date:  8/29/2019	Signature and Date:

EXHIBIT A

- A. Project Title:** Perkins Postsecondary CTE Program Improvement Grant
- B. Project Period:** Effective upon Governor and Council approval through August 15, 2022
- C. Objectives:** The Carl D. Perkins Career and Technical Improvement Act of 2006 (Perkins IV) is a principal source of federal funding to states for the improvement of secondary and postsecondary career and technical education programs across the nation. The purpose of the Act is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

This Cooperative Project is the mechanism the State will use to meet its obligation to pass through the portion of New Hampshire's Perkins Grant Award allocated to postsecondary CTE. The allocation is defined in the State Transition Plan submitted to the federal Office of Career, Technology, and Adult Education on **May 24, 2019**. New Hampshire's postsecondary subrecipient is the Community College System of New Hampshire.

The objective of the activities and spending in this Cooperative Project is to meet the requirements outlined in Section 135 of the Strengthening Career and Technical Education for the 21st Century Act, also commonly referred to as Perkins V. Activities funded using such funds will be used to increase program performance on core indicators of performance for CTE concentrators at the postsecondary level, as outlined in Section 113 (2) B of the Strengthening Career and Technical Education for the 21st Century Act.

CCSNH will utilize a portion of these Cooperative Project funds not to exceed \$65,756.98 in FY20, \$74,301.68 in FY21, or \$8,544.70 in FY22, for partial salary and benefits for the CCSNH Project Administrator who is responsible for managing all aspects of the Federal Carl Perkins Career and Technical Education Grant. These aspects include preparing and submitting the annual application, the mid-year and final reports (see E. below), and collecting and reporting all data as relates to the postsecondary Perkins Performance Indicators outlined in Section 113 (2) B of the Act and federal reporting requirements for postsecondary CTE program students. The CCSNH Project Manager will also work collaboratively with the Department of Education's Career Development Bureau, the Department of Education liaisons and secondary CTE Centers on various Department of Education initiatives and special projects as they relate to career and technical education.

The Annual Application for Funds (AAF) describes in detail the Community College System of New Hampshire's proposed activities and spending for equipment and services at each of the seven community colleges in the System, using Perkins funds. A review team from the State's Career Development Bureau reviews this application to determine compliance with all the requirements of Perkins V and alignment with State education and workforce development goals.

- E. Deliverables Schedule:** Specific reporting requirements are:

Reports	Program Year	Due Date
Consolidated Annual Report (CAR): Narrative and quantitative accountability data as required by the U.S. Department of Education, Office of Vocational and Adult Education	PY 2018-2019	12/15/19
	8/16/2018-8/15/2019	---
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	PY 2019-2020 (8/16/2019 -8/15/2020)	12/15/20

Final Report : Narrative as required by the New Hampshire Department of Education, Career Development Bureau	PY 2018-2019 8/16/2018-8/15/2019	12/15/19
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	PY 2019-2020 (8/16/2019 -8/15/2020)	12/15/20

F. Budget and Invoicing Instructions:

	FY20	FY21	FY22
Administrative Salary	42,894.31	48,468.15	5,573.84
Administrative Benefits	22,862.67	25,833.53	2,970.86
Program Support	247,515.37	279,678.38	32,163.01
Program Improvement-Equipment	340,052.95	384,240.62	44,187.67
Consultants	7,093.12	8,014.83	921.71
Personnel Salary and Benefits	82,007.65	92,664.01	10,656.36
Student Learning and Support	32,858.11	37,127.81	4,269.70
Professional Development	112,975.34	127,655.75	14,680.41
Grants to Students	131,692.54	148,805.13	17,112.59
Program Improvement-Technology	41,375.79	46,752.30	5,376.51
Library	442.96	500.52	57.56
Indirect Costs	23,700.57	26,780.31	3,079.74
Total	\$ 1,085,471.38	\$ 1,226,521.34	\$ 141,049.96
Total Funds	\$ 2,453,042.68		

Administrative Salary and Administrative Benefits - Funds partial salary and benefits for the CCSNH Project Administrator described in Section C of this Exhibit A.

Program Support- Strengthen the academic and career and technical skills of students participating in career and technical education programs through the integration of academics with career and technical education programs through a coherent sequence of courses. This typically includes program counselors, career mentors or coaches and such to assist students with course and program completion.

Program Improvement- Equipment: Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology. This is usually specific to equipment and includes new equipment and technology to meet up to date classroom instruction and industry standards.

Consultant - This usually includes professional development, curriculum designer and evaluation contracts and activities that relate to expanding the scope of a program.

Personnel, Salary and Benefits - This typically includes funding for program counselors, career mentors or coaches and such to assist students with course and program completion.

Professional Development - Provide professional development programs that are consistent with Section 122 to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs. This includes registration fees and in and out of state travel for faculty to attend conferences to stay abreast of new technologies and program trends.

Grants to Students - Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency. This funding includes grants to students in special populations for tuition, book support and transportation.

Program Improvement - Technology - Develop, improve, or expand the use of technology in career and technical education. This typically includes items like smart boards, software, projectors etc., to update program labs.

Library – These funds are typically used to update reference books for students in CTE programs that are housed in college libraries.

Indirect Costs – 5% of total postsecondary allocation minus equipment and student award

Sources of Funds: Funding source for this Cooperative Project is 100% Federal Funds from the account titled CTE Vocational Education-Federal as follows:

			<u>FY</u>
06-56-56-562010-60320000-072-502652	Grant/Federal	\$1,019,714.40	2020
06-56-56-562010-60320000-072-502652	Grant/Federal	\$1,152,219.66	2021
06-56-56-562010-60320000-072-502652	Grant/Federal	\$ 132,505.26	2022
06-56-56-562010-60320000-072-502649	Grant/Federal	\$ 65,756.98	2020
06-56-56-562010-60320000-072-502649	Grant/Federal	\$ 74,301.68	2021
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Total		\$2,453,042.68	

This budget may be adjusted between fiscal years and line items but in no case can the total budget exceed the price limitation. The contractor must receive the Department of Education’s approval prior to transferring from one fiscal year to another and one line item to the other.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative 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