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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul K. Leather
Deputy Commissioner
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING
BUREAU OF CAREER DEVELOPMENT
21 South Fruit St., Suite 20
Concord, NH 03301
FAX 603-271-4079
Citizens Services Line 1-800-339-9900

July 23, 2013

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education to grant funds in accordance with the Carl D. Perkins Career and Technical Education Act of 2006 to Rockingham County Department of Corrections, Brentwood, NH (Vender Code 177468) to assist in the operation of their approved career and technical education programs for offenders upon Governor & Council approval for the period effective from 08/15/2013 through 06/30/014 whichever is later, in the amount of \$2,065.04 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. These funds are **100% federal**. Funding for this request is available in:

<u>Account No.</u>	<u>Amount</u>	<u>Fiscal Year</u>
06-56-566010-6032-072-2650	\$ 2,065.04	2014

EXPLANATION

The Career and Technical Education 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 make a grant to the Rockingham County 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 April 3, 2013, and a second Request for Proposal was released to eligible applicants on May 21, 2013. Five proposals were received for each request: Round 1- Strafford County Department of Corrections/Men, Strafford County Department of Corrections/Women, Belknap County Department of Corrections/Men and Women, Rockingham County Department of Correction/Men, and the New Hampshire Department of Corrections. Round 2- Strafford County Department of Corrections Men/Women, Merrimack County Department of Corrections/Men and Women, Orion House/Men, Belknap County Department of Corrections/Men and Women, and the New Hampshire Department of Corrections.

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The proposals were reviewed by the Department of Education, Bureau of Career Development Administrator or Program Specialists (Attachment A). All have experience in evaluation of state institutions RFP submissions utilizing an evaluation tool that was developed by department staff. The reviewers recommend funding three proposals in the amounts of: \$8,451.50 (Belknap County Department of Corrections Men/Women Round two), \$13,933 (Merrimack County Department of Corrections Men /Women, Round two) and \$2,065.04 (Rockingham County Department of Corrections/Men Round one). The reviewers recommend not funding the remaining proposals due to the priorities of the grant not being met. The Bureau is planning informational discussions with eligible recipients to help guide them towards a successful proposal for these funds.

Each response to the Request for Proposals for the State Institutions funding addressed the services to be provided to the respective populations of individuals incarcerated within correctional institutions in NH, consistent with the criteria set out in the federal Carl D. Perkins Career and Technical Education Act of 2006.

The proposal submitted by the Rockingham County Department of Corrections indicates that this grant will be used to deliver instruction in OSHA 10 for 12 men. Upon success of these programs, participants will receive a certificate of completion from the leadSmart Training Solutions, Inc.

The proposal submitted by the Department of Corrections serves Rockingham County.

Payment will be made monthly on the basis of electronic financial reports submitted by the Rockingham County Department of Corrections to the Department of Education.

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

Respectfully submitted,


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

S:/dcta/bvr/vrco/common/g&c/Rockingham County FY 14

**Attachment A
EVALUATION FOR ROCKINGHAM COUNTY DEPT. OF CORRECTIONS
ROUND ONE FUNDING**

Scoring Criteria	Lisa Danley	Laurie MacRae	Patricia Tormey
Abstract 5 pts. Max.	5	4	5
• Description of Need 10 pts. Max.	10	9	8
• Detailed Project Plan 45 pts. Max.	45	45	45
• Evaluation Plan 15 pts. Max.	15	15	8
• Budget 25 pts. Max.	20	25	25
• Level of funding approved	\$2,065.04	\$2,065.04	\$2,065.04
• Total budget requested	\$2,065.04	\$2,065.04	\$2,065.04
Total 100 Possible Points	95	98	91

The proposal review team consisted of the following individuals:

Lisa Danley, M. Ed., C.A.G.S., Administrator, State Director of Career and Technical Education. Ms. Danley is the administrator of the Career Development Bureau within the New Hampshire Department of Education. She has over 25 years of experience in all levels of education, including postsecondary. She regularly works with other administrators in the DOE as well as works closely with all the secondary regional CTE center administrators and their teachers. Ms. Danley has been with the Career Development Bureau since 2004.

Laurie MacRae, Program Specialist. Ms. MacRae is a member of the Career Development Bureau within the New Hampshire Department of Education. She serves as Program Specialist and has 13+ years of grant management experience which includes reporting and financial management. Ms. MacRae has a wide range of experience within the Bureau; she has the ability to critically assess grant proposals based on the stated guidelines. Additionally, her talents are in finance which adds another layer of oversight to her work with the proposals. Ms. MacRae has been with the Career Development Bureau since 1999.

Patricia Tormey, Education Consultant II. Ms. Tormey is employed by the New Hampshire Department of Education as the Apprenticeship Education Consultant. She is responsible for program development, supervision, and content, as well as financial oversight and management of revenue and expenses related to these programs. In addition to her role as apprenticeship consultant, she oversees Carl D. Perkins grant applications and reporting. She is a former high school English Teacher, and has taught as an adjunct professor for New Hampshire Technical Institute, Concord, NH.

Project: leadSmart: A Career and Technical Education Program

Location: Rockingham County Department of Corrections

Principal Staff:

Nancy Monroe, M. ED, Education Coordinator
Rockingham County Department of Corrections
(Salary not paid from this grant)

Project: leadSmart: A Career and Technical Education Program

Location: Rockingham County Department of Corrections

Purpose of this grant:

The Rockingham County Department of Corrections will provide career and technical education to as many as 12 inmates. The Rockingham County Department of Corrections will provide instruction that enables inmates to gain nationally recognized credentials in OSHA 10.

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # TBD
CHANGE # 0
PAGE 1 of 2

Federal/State Program Title: Carl D. Perkins Grant

FROM: Rockingham County Department of Corrections
99 North Road
Brentwood, NH 03833

TO: Laurie MacRae
NH Department of Education
21 South Fruit Street
Concord, New Hampshire 03301-3860

SAU/RA: TBD

Proposed Project Title: OSH 10-hour safety course

Project Period: 8/15/2013... to: 6/30/2014

The following information is required for all projects

..or upon Governor and Council Approval

PROJECT MANAGER:

NAME: Nancy L. Monroe
ADDRESS: 99 North Road, Brentwood, NH 03833
E-MAIL ADDRESS: nmonroe@co.rockingham.nh.us

TITLE: Education Coordinator
TELEPHONE: 603-679-2244
FAX: 603-679-9465

FINANCIAL CONTACT:

NAME: Theresa Young
E-MAIL ADDRESS: tyoung@co.rockingham.nh.us

TELEPHONE: 603-679-9340
FAX:

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:

APPROVED INDIRECT COST RATE: _____ %

Rockingham County Department of Corrections
99 North Road
Brentwood, NH 03833

Katharin K. Pratt, Chair, Board of Commissioners

PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER



SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

7/10/13
DATE

CERTIFICATE OF AUTHORITY

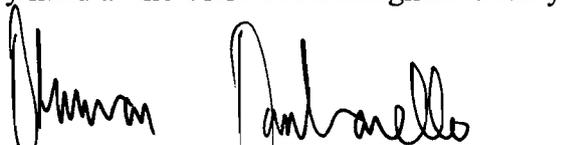
I, Thomas Tombarello, Clerk of the Board of Rockingham County Commissioners do hereby certify that:

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 Rockingham County Commissioners at a meeting of that Board on July 2, 2013, which meeting was held in accordance with the law(s) of the State of New Hampshire;
4. As per the resolution of the Rockingham County Commissioners, we hereby approve that Rockingham County may enter into an agreement with the State of New Hampshire Department of Education for the provision of certain 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 Rockingham County Commissioners meeting dated July 2, 2013. Furthermore, on behalf of the Rockingham County Commissioner, I, Thomas Tombarello, Clerk of the County Commissioners of Rockingham County, New Hampshire, do hereby authorize Katharin K. Pratt, Chair, Board of Commissioners, 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:

Katharin K. Pratt, Chair
Kevin L. Coyle, Vice Chair
Thomas Tombarello, Clerk

IN WITNESS WHEREOF, I hereunto set my hand as the Clerk of Rockingham County this 10th day of July, 2013.

(Corporate Seal if any)



Thomas Tombarello, Clerk

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

On July 10, 2013, before the undersigned officer personally appeared Thomas Tombarello, known to me and satisfactorily proven to be the Clerk of the County identified in the foregoing certificate, and I hereby acknowledge that Thomas Tombarello executed the foregoing certificate.

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



Notary Public / Justice of the Peace

My Commission expires: 09/28/2016





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: Rockingham County 111 North Road Brentwood, NH 03833	Member Number: 609	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
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) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2013	1/1/2014	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: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
<input type="checkbox"/> Workers' Compensation & Employers' Liability			Statutory	
			Disease – Each Employee	
			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.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange By: <i>Tammy Denver</i> Date: 7/10/2013 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
NH Department of Education 21 South Fruit St Concord, NH 03301			

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC PO Box 6360 Manchester, NH 03108-6360 603 625-1100	CONTACT NAME: PHONE (A/C, No, Ext): 603 625-1100		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Rockingham County C/O Theresa Young, Finance Office 119 North Road Brentwood, NH 03833	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Safety National Casualty Corp		15105
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess WC			SP4048096	01/01/2013	01/01/2014	*See description

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

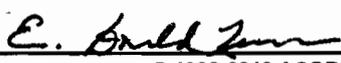
****Coverage: Excess Worker's Compensation**

Maximum limit of Indemnity per Occurrence: Statutory

Employer's Liability maximum limit of Indemnity per Occurrence and Aggregate: \$1,000,000

This certificate covers all operations usual and customary to the business of the insured.

RE: Grant Application

CERTIFICATE HOLDER Governor & Council Career Development Bureau NH Department of Education 21 South Fruit St, Sulte 20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



Coos

Grafton

Carroll

Belknap

Sullivan

Merrimack

Strafford

Cheshire

Hillsborough

Rockingham