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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

October 11, 2019

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

REQUESTED ACTION

Authorize the Department of Education, to enter into a **retroactive sole source** Cooperative Project Agreement with the Community College System of New Hampshire (CCSNH), Concord, NH (Vender Code 216952), in an amount not to exceed \$5,700,600 to provide opportunities for qualified New Hampshire high school students to gain access and support for dual and concurrent enrollment in STEM (science, technology, engineering and mathematics) and STEM related courses that are fundamental for success in postsecondary education and to meet New Hampshire's emerging workforce needs. This Cooperative Project Agreement shall become effective upon Governor and Council approval for the period from July 1, 2019 through June 30, 2025. 100% State Funds.

Funds to support this request are available in FY20, and FY21 and anticipated to be available in future operating budgets in the account entitled Dual and Concurrent Enrollment as follows, 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>
06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2020
06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2021
06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2022
06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2023
06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2024
06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2025

EXPLANATION

This request is **retroactive** as the Department had no available appropriation until the FY20/21 budget was approved, and is **sole source** as CCSNH is the only entity approved per RSA 188-E:25. "Concurrent enrollment" means courses taught at the high school by high school teachers approved by the CCSNH in which high school students earn both high school and college or

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university credit while students are still attending high school or a career technical education center. "Dual enrollment" means college courses taught by instructors from the CCSNH in which high school students earn college credit while students are still enrolled in high school or a career technical education center.

Participation in the program shall be offered to high school and career technical education center students in grades 11 and 12. A student shall be provided funding for enrollment in not more than 2 dual or concurrent courses. The state shall pay up to \$250 to the CCSNH institution where a high school or career and technical education student successfully completes an approved course and the CCSNH shall accept such amount as full payment for course tuition.

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 **June 30, 2025**. 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: **Dual and Concurrent Enrollment Program**

- 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: Christine Brennan
Address: NH Department of Education
101 Pleasant Street
Concord, NH 03301
Phone: (603) 271-3801

CCSNH Project Administrator

Name: Beth Doiron
Address: CCSNH
26 College Dr.
Concord, NH 03301
Phone: (603) 230-3503

- 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: Christine Brennan
Address: NH Department of Education
101 Pleasant Street
Concord, NH 03301
Phone: (603) 271-3801

CCSNH Project Director

Name: Beth Doiron
Address: CCSNH
26 College Dr.
Concord, NH 03301
Phone: (603) 230-3503

F. Total State funds in the amount of \$5,700,100 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.

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:

 10/10/19

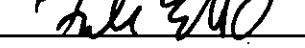
By An Authorized Official of:

Department of Education

Name: Frank Edelblut

Title: Commissioner of Education

Signature and Date:

 10-15-19

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: Nancy Smith

Title: Senior Asst. Attorney General

Signature and Date:

 10/24/2019

By An Authorized Official of: the New Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: Dual and Concurrent Enrollment Program

B. Project Period: Effective upon Governor and Council approval through June 30, 2025

C. Objectives: Pursuant to RSA 188-E:26, there is established a dual and concurrent enrollment program in the department of education. Participation in the program shall be offered to high school and career technical education center students in grades 11 and 12. The program shall provide opportunities for qualified New Hampshire high school students to gain access and support for dual and concurrent enrollment in STEM (science, technology, engineering, and mathematics) and STEM- related courses that are fundamental for success in postsecondary education and to meet New Hampshire's emerging workforce needs.

CCSNH will provide to the State the rationale and criteria for determining which courses are designated as STEM courses and, therefore, eligible for tuition payment under this program. CCSNH will also provide to the State the list of eligible courses.

The State and CCSNH, pursuant to RSA 188-E:28, shall develop and approve a model dual and concurrent enrollment agreement that shall be used by the CCSNH and the school board of a school district participating in the dual and concurrent enrollment agreement program.

D. Scope of Work: CCSNH will submit a Dual and Concurrent Enrollment Report after each semester according to the schedule below. Each report will include a line for the total number of students in each grade-level for each enrollment type for each course, for each school in each district affiliated with an individual CCSNH institution. Additionally, each line in the report will multiply the number of students by \$150 for concurrent enrollment, or \$250 for dual enrollment, to calculate the total cost for each line. This rate will be updated between the Department and CCSNH, not to exceed any authorizations in law. Finally, the report will calculate the sum of each line for the total request for reimbursement. A template attached as **Attachment A** may be used for creating the reports.

E. Deliverables Schedule:

Within 30 days of the reimbursement request being deemed acceptable to both parties to this agreement, the Department shall release funds to CCSNH in the amount to which the parties agree.

The sample reporting schedule is:

Reports	Program Year	Due Date
2019-20 Semester 1 Enrollment Report	2019-20	January 15, 2020
2019-20 Semester 2 Enrollment Report		June 15, 2020
2020-21 Semester 1 Enrollment Report	2020-21	January 15, 2021
2020-21 Semester 2 Enrollment Report		June 15, 2021

F. Budget and Invoicing Instructions:

	FY20 (ending June 30, 2020)	FY21 (ending June 30, 2021)
Dual and Concurrent Enrollment Tuition	\$950,100	\$950,100

Dual and Concurrent Enrollment Tuition - The state shall pay \$150 for concurrent enrollment and \$250 dual enrollment to the CCSNH institution where a high school or career and technical education student successfully completes an approved course and the CCSNH shall accept such amount as full payment for course tuition pursuant to RSA 188-E:27.

Limitation on Price: This contract will not exceed \$5,700,600

Funding Source: 100% State Funds. Funds to support this request are anticipated to be available in the account entitled Dual and Concurrent Enrollment as follows, 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.

			FY
06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2020
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06-56-56-565010-90070000-107-500749	Scholarships & Grants	\$950,100	2025

Method of Payment: Payment will be made upon submittal of an invoice that includes an Enrollment Report for the previous semester.

Submit invoice and report to:

Christine Brennan, Deputy Commissioner
 Department of Education
 101 Pleasant Street
 Concord, NH 03301

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative 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/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 or Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.

Attachment A

Dual and Concurrent Enrollment Report Template Fall Semester 2017

Enrollment Type	Course	School	District	CCSNH Institution	Student's Grade	# of Students	Designated Amount	Total \$ Requested
Concurrent	Statistics	Concord High	Concord	NHTI	11	1	\$150	\$150
Concurrent	Statistics	Concord High	Concord	NHTI	12	2	\$150	\$300
Dual	Civil Engineering	Concord High	Concord	NHTI	12	2	\$250	\$500
Total Requested								\$950

This template is provided as a sample