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Frank Edelblut
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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July 5, 2022

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 (VC# 216952), in an amount not to exceed \$2,184,803.44, to improve Career and Technical Education programs, with an option to renew for an additional two-year period, effective upon Governor and Council approval through September 30, 2024. 100% Federal Funds.

Funds to support this request are available in the following account for FY2023 and are anticipated to be available in FY2024, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified, as follows.

06-56-56-562010-40260000, CTE VOC ED – FEDERAL

	<u>FY2023</u>	<u>FY2024</u>
072-502652-Grants Federal	\$1,130,078.33	\$1,054,725.11

EXPLANATION

This is a **sole source** request because Community College System of New Hampshire (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 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

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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 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, preparing our students for participation in New Hampshire's economy and for their bright futures.

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 later in the workplace. 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. Funds granted through this cooperative project agreement will be used to purchase equipment and supplies, provide professional development for CTE instructors, support activities to ensure student success while in CTE programs, and foster connections with New Hampshire high schools in order to provide a seamless continuum of learning experiences spanning secondary and postsecondary education.

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 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 September 30, 2024. 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 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.

<u>State Project Administrator</u>	<u>CCSNH Project Administrator</u>
Name: Jeff Beard	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: 603-271-3729	Phone: 603-230-3530

- 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.

<u>State Project Director</u>	<u>CCSNH Project Director</u>
Name: Jeff Beard	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: 603-271-3729	Phone: 603-230-3530

- F. Total Federal funds in the amount of \$2,184,803.44 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 (Not Applicable) 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: (Not Applicable)

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.(Not Applicable)

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: Mark Rubenstein	Name: Frank Edelbhat
Title: Chancellor, CCSNH	Title: Commissioner of Education
Signature and Date: <i>Mark Rubenstein</i> 07/22/22	Signature and Date: <i>Frank Edelbhat</i> 7/25/2022

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: Elizabeth Brown	Name:
Title: Attorney	Title:
Signature and Date: <i>Elizabeth A. Brown</i> 8/2/2022	Signature and Date:

EXHIBIT A

- A. Project Title:** Perkins Postsecondary Career and Technical Education (CTE) Program Improvement Grant.
- B. Project Period:** Effective upon Governor and Council approval through September 30, 2024, with an option to renew for two additional years.
- C. Objectives:** The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) 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 career and technical education (CTE). The allocation is defined in the New Hampshire State CTE Plan submitted to the Federal Office of Career, Technology and Adult Education on May 5, 2020. 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.

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 Bureau of Career Development reviews this application to determine compliance with all the requirements of Perkins V and alignment with State education and workforce development goals.

D. Scope of Work:

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. Funds granted to CCSNH through this CPA must be used to address required uses, found in Section 135 of the Act. Each required use must have activities, but need not have budget items or costs associated with each. For this reason, the required uses listed below may not each have corresponding budget lines in the budget outlined in Section F. below. As noted in Section D above, the AAF will include costs and budget lines to support activities outlined in the remainder of this section:

- 1.) Provide career development and exploration activities. Such activities may include tours of employers' facilities, career advising for students enrolled in CTE programs in CCSNH colleges, and outreach activities for students currently enrolled in secondary CTE programs.
- 2.) Provide professional development for CTE professionals, including instructors and administrators.
- 3.) Provide CTE to prepare students with skills necessary to pursue careers in high skill, high, wage, or in-demand industry sectors or occupations. This required use allows for costs associated with purchasing equipment and supplies to use in CTE for programs at the seven colleges in CCSNH.
- 4.) Support integration of academic skills into CTE programs. This may include costs associated with supporting the academic success needs of students in CTE, including tutoring programs and assisting with the cost of purchasing textbooks.
- 5.) Plan and carry out elements that support the implementation of CTE. This required use includes a variety of allowable costs, including costs associated with library resources, equipment, and improving career guidance and academic counseling programs for CTE students.
- 6.) Develop and implement evaluations to determine size, scope, and quality of CTE programs. This includes costs associated with developing a comprehensive needs assessment and developing the four-year plan for postsecondary CTE required by Perkins V.

- 7.) Administrative costs. CCSNH may use up to 5% of the annual Perkins allocation for costs associated with administering activities outlined in the annual application for Perkins funds submitted to the NH Department of Education. Such activities address the required uses listed above.

E. Deliverables Schedule:

CCSNH must submit data to the Bureau of Career Development at the New Hampshire Department of Education included in this CPA. The New Hampshire Department of Education will include this data as postsecondary data for the Consolidated Annual Report (CAR). The data includes CTE enrollments for the CCSNH and performance on the three Perkins Postsecondary Performance Indicators (PPI). The data for the CAR submission must be submitted to the New Hampshire Department of Education no later than December 15 of each year included in this CPA.

F. Budget and Invoicing Instructions:

	FY2023	FY2024
Career Development/Exploration	\$341,243.83	\$326,926.71
Professional Development	\$900.00	\$900.00
High Skill, High Wage, In-Demand	\$496,487.72	\$454,975.42
Implement CTE Programs	\$166,940.05	\$151,183.91
Develop and Implement Evaluations	\$68,002.81	\$68,002.81
Administrative Costs	\$56,503.92	\$52,736.26
Total Allocated	\$1,130,078.33	\$1,054,725.11
Total Funds		\$2,184,803.44

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$2,184,803.44.

Sources of Funds: Funds to support this request are available in the following account for FY2023 and are anticipated to be available in FY2024, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified, as follows.

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	<u>FY2023</u>	<u>FY2024</u>
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Method of Payment: Payment will be made upon the submittal of a monthly report in the Grants Management System (GMS). All costs are approved previously by the Bureau of Career Development. A final report including all costs submitted for reimbursement in GMS is due within 30 days of the end of this contract.

EXHIBIT B

This Project Agreement is funded under a 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 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