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**STATE OF NEW HAMPSHIRE  
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BUREAU OF CAREER DEVELOPMENT  
21 South Fruit St., Suite 20  
Concord, NH 03301  
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**Request for Proposals (RFP)**  
**Carl D. Perkins Career and Technical  
Education Act of 2006**  
**Incentive Grants for  
Secondary Eligible Recipients**  
**June 2016**

**Career Development Bureau**

**RFP Due Date: June 17, 2016, 3 P.M. E.S.T**

**Project Period: July 1, 2016 – June 30, 2017**

# New Hampshire Department of Education

## Statement of Nondiscrimination

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- Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above:

ADA/Title IX Coordinator: Office of the Deputy Commissioner

Section 504 Coordinator: Lisa Hatz

NH Department of Education  
21 South Fruit Street, Suite 20  
Concord, NH 03301  
(603) 271-3471 (V/TTY)  
1-800-299-1647  
[Lisa.Hatz@doe.nh.gov](mailto:Lisa.Hatz@doe.nh.gov)

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

### **U.S. Department of Education**

Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
(617) 289-0111  
TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

### **NH Commission for Human Rights**

2 Chenell Drive  
Concord, NH 03301-8501  
(603) 271-2767

## REQUEST FOR PROPOSALS

### Incentive Grants for Secondary Eligible Recipients

The Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) provides for the funding of a limited number of grants to eligible secondary recipients, as specified under the provisions of Title I, Part A, Section 112(c) and Part C, Section 135 of the Act.

#### PURPOSE OF THIS REQUEST

The New Hampshire Department of Education's (NH DOE) Career Development Bureau solicits proposals for Incentive Grants awarded under the Carl D. Perkins Career and Technical Education Act of 2006. The following announcement provides funding priorities, selection criteria, and application procedures. There is a total of \$100,000 available from the Carl D. Perkins Career and Technical Education Act of 2006; 100% federal funds.

This Request for Proposals solicits **program improvement** projects that:

1. Relate to increasing and sustaining access to and enrollment in career and technical education programs; or
2. Relate to the increased use of Perkins data-driven decision making in curriculum and instruction; or
3. Develop and integrate standards-based academics with a career-relevant, sequenced curriculum following industry-themed pathways that are aligned to high-skill, high-wage, high-growth jobs in the current regional economy, or in emerging regional economic sectors; or
4. Ensure that career pathway programs are designed and implemented in a manner that leads students to a post-secondary degree or certification in a high-skill, high-wage, and high-growth or emerging field; or
5. Prioritize work-based learning opportunities for students in partnership with regional business and industry, state and local government entities, and nonprofit and community-based organizations; or
6. Are deemed by the Career Development Bureau to be a project that is targeted toward increasing access to career and technical education programs for special populations, including individuals with disabilities; economically disadvantaged backgrounds, including foster children; students preparing for non-traditional careers; single parents, single pregnant students; students with limited English proficiency; and displaced homemakers.

## **AGENCY ISSUING REQUEST FOR PROPOSALS**

The mission of the Career Development Bureau is to promote career and technical education as a total educational philosophy for our state which will ensure that every citizen of New Hampshire graduates from high school ready and prepared for higher education and the world of work.

## **ELIGIBLE APPLICANTS**

An eligible applicant must meet *all* of the following criteria:

- Be a designated NH career and technical education center or an approved regional program, eligible to receive Perkins funds;
- Be able to demonstrate the benefit to a career and technical education center, program, and/or students, immediately and sustainably;
- Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

## **GENERAL ASSURANCES**

General assurances must be on file for FY17 for the fiscal agent listed on the cover page of this proposal.

## **NUMBER AND AMOUNTS OF AWARDS**

Awards will be made on a competitive basis and selection will be made by the NH DOE Career Development Bureau. Multiple proposals from any eligible recipient will be evaluated independently; the cumulative maximum approved amount per eligible recipient will not exceed \$15,000.

**FUNDING PERIOD: July 1, 2016 through June 30, 2017.**

## **BUDGET**

- Proposed Budget: The budget may use, but is not limited to, the following cost categories and must align with the policies set forth in the [Policy Manual for Career and Technical Education in the State of New Hampshire](#), as well as all local, state, and federal laws: Stipends, Equipment, Transportation, Facility Fees, and Indirect Expenses (not to exceed 5% of award).
- Budget Narrative: The narrative must present the rationale used in developing line-item cost figures in the proposed budget. The narrative should not exceed one page, single-spaced, in either narrative or outline format. The narrative should explain how all costs listed in the budget are necessary, reasonable, and allocable to deliver the outcomes specified in the proposal. This narrative should briefly describe the assumptions and logic used in arriving at a total for each line in the budget. This description should include how personnel costs were calculated, the basis used in estimating costs, and how major cost items relate to the proposed project activities.

## PROPOSAL FORMAT REVIEWING CRITERIA

Funds will be distributed on a competitive basis. The following criteria will be used in selecting final proposals submitted in response to this RFP. Up to **100 points** will be awarded on the basis of the extent to which the proposal adequately addresses the following:

Required Criteria	Points
1. Proposal Cover Sheet (including eligibility information)	0
2. Abstract (including project goals)	5
3. Description of Need	15
4. Detailed Project Plan	30
5. Evaluation Plan (including project goals)	15
6. Demonstration of Benefit to Career and Technical Education	5
7. Budget	20
Total	100

Specifics regarding each required criterion are addressed on the attached evaluation form.

For accuracy and comparability in reviewing proposals, the text of the document must be formatted and organized around the criteria listed above. Proposals that do not conform to this requirement or do not contain the required information may be eliminated from consideration.

## REQUIREMENTS FOR GRANT RECIPIENTS

- A final report, including the evaluation results, addressing the entire grant period, is due within 30 days after the end of the project period;
- A final financial report, comparing budgeted line items to actual expenditures entered into GMS, with details regarding significant differences, is due within 30 days of the end of the project period; and
- Applicants selected for awards must input the approved grant into the Department's Grants Management System, a web-based application and reporting system, within 10 days of award.

## PROJECT EVALUATION

The evaluation must be based on specific, objective, and measurable goals. Baselines and end-of-project goals must be specified such that project outcomes and success can be clearly measured against the project goals.

## TERMS AND CONDITIONS

The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.

The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.

The Department reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue an award.

All awards are contingent on the availability of federal funds and in no event shall the State be liable for any payments except from such funds.

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(b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

#### **DEADLINE FOR APPLICATION**

- The Career Development Bureau must receive *emailed* applications no later than **3 p.m. (EST) on June 17, 2016.**
- Email copies of proposals to: [Jennifer.Kiley@doe.nh.gov](mailto:Jennifer.Kiley@doe.nh.gov)  
Jennifer Kiley, Career Development Bureau

**FOR FURTHER INFORMATION:** Contact Jennifer Kiley at 603-573-0600 or [Jennifer.Kiley@doe.nh.gov](mailto:Jennifer.Kiley@doe.nh.gov)

# Proposal Cover Sheet

## Carl D. Perkins Career and Technical Education Act of 2006 Incentive Grant for Secondary Eligible Recipients

Applicant: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Fiscal Agent: \_\_\_\_\_

- Please check if General Assurances have been signed and submitted for FY17 for the Fiscal Agent listed above.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date