

REQUEST FOR PROPOSALS
STATE INSTITUTIONS SERVING INCARCERATED YOUTH
AND YOUNG ADULTS (AGES 14-24)
Fiscal Year 2017

The New Hampshire Department of Education through the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) will provide funding for a limited number of grants to support career and technical education in state institutions serving incarcerated youth and young adults, ages 14-24, as specified under the provisions of Title I, Section 112(a)(2)(A) of the Act.

GRANTING AGENCY: New Hampshire Department of Education, Bureau of Career Development, 21 South Fruit Street, Suite 20, Concord, NH 03301.

ELIGIBLE RECIPIENTS: Applications will be accepted from:

- Correction agencies for incarcerated youth and young adults or young adult offenders (ages 14-24), including correctional institutions operated by county authorities in New Hampshire;
- Private and/or non-profit organizations may also participate in grant-supported activities in partnership with a state or county correctional institution, but the lead applicant in the project needs to be the institution

PURPOSE: The purpose of these grants is to support and improve career and technical education (CTE) (See Appendix A, Section 112(a)2(A) and Appendix B) opportunities for incarcerated youth and young adults or young adult offenders (ages 14-24). Where institutions are required to segregate gender groups, separate proposals must be submitted for each gender group. If gender separation is not institutionally necessary and co-educational programming is planned, only one proposal should be submitted.

AMOUNTS OF FUNDING: Between \$50,000 and \$55,000 are available for one-year grants under the Carl D. Perkins Career and Technical Education Act of 2006. Project funds are 100% federal. Separate grants will be awarded for projects that serve female and male populations, where the genders are institutionally segregated. Single grants will be awarded for projects that serve both genders, where the genders are not institutionally segregated. 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 \$25,000.

GRANT PERIOD: Grants will start July 1, 2016, or upon Governor and Council approval, whichever is later. By the mid-point of the grant period (January 31, 2017), equipment purchases must be completed in order to meet the useful life of the grant. Grants will end June 30, 2017.

PRIORITIES: In awarding grants, the NH Department of Education will give priority to projects in the following order (starting with the highest priority):

- 1) Support CTE programs for incarcerated youth and young adults that result in nationally recognized credentials (e.g., postsecondary certificate, OSHA 10, ServSafe, American Welding Society certification, Microsoft certifications, etc.);
- 2) Support to improve CTE courses and initiatives including Career Clusters (See Appendix A, Section 124(c)(9), Appendix B, and Attachments A and C) for incarcerated youth and young adults between the ages of 14-24 that lead to high-skill, high-wage or high-demand occupations;
- 3) Supporting partnerships among correctional institutions, secondary CTE Centers, Institutions of higher education, and, as appropriate, other entities, such as employers or labor organizations to enable incarcerated youth and young adults to achieve state academic standards and career and technical skills;
- 4) Support for CTE programs that offer experience in, and understanding of, all aspects of industry. (See Appendix A, Section 122(c)(7), Appendix B, and Attachment A, Crosswalk: All Aspects of Industry, Career Ready Practices and Employability Skills, Attachment B, All Aspects of Industry Framework and Attachment C, The sixteen Career Clusters).

GRANT OVERSIGHT: Grant activities will need to be overseen by a committee as described in the attached Certificate of Institutional Advisory Committee. This Advisory Committee must be established and active by the grant start date.

DUE DATE: The deadline for proposals to be received at the Department is **3:00 P.M. on June 1, 2016**. Proposals must be submitted to Jennifer Kiley, Jennifer.Kiley@doe.nh.gov.

FORMAT: Proposals must conform to the following format. Proposals that do not conform to the following format, or do not contain the required information, may be eliminated from consideration.

- 1) Cover page, containing:
 - Name and address of the applicant organization;
 - Identification of the source of funds for which the organization is applying (i.e., the Carl D. Perkins Act of 2006);
 - Name and Title of the Chief Administrative Officer (authorizing agent);
 - Original signature of the Chief Administrative Officer;
 - Name, Title, phone number, and e-mail address of the Project Manager.
- 2) Project Plan, including:
 - a) Project abstract which includes the selected priority above (one paragraph, double-spaced, not to exceed ½ page);
 - b) Description of unmet needs (double-spaced, not to exceed one page);
 - c) Detailed project plan (including: the population being served, measurable goals and objectives, planned activities to address the unmet needs, and other justification for grant funding);
 - d) Connection to Career and Technical Education, specifically citing which of the above priorities the project is targeting;
 - e) Evaluation that includes *proposed* accomplishment of deliverables (See Appendix E) that will be included in the final report, which is due 30 days after the close of the project;

- f) Budget: The budget must break out proposed expenses into the following cost categories:
- Professional/Technical Services,
 - Other Services,
 - Curriculum,
 - Equipment,
 - Other Expenses (including Indirect Expenses, which is capped at 5%).
- g) Budget Narrative: (double-space in either *narrative or outline* format; not to exceed two pages):

The budget narrative must present the rationale used in developing line-item expenditures in the proposed budget. This narrative should:

- Explain how all costs listed in the budget are necessary, reasonable, and allocable;
 - Briefly describe the assumptions and logic used in arriving at a total for each line item in the budget;
 - Identify the basis used in estimating costs, and
 - Clarify how major cost items relate to the proposed project goals, objectives and planned activities.
- 3) Original, executed Certifications and Assurances (See Appendix C);
- 4) Original signature, executed Certificate of Institutional Advisory Committee (See Appendix D),

SELECTION OF PROJECTS TO BE FUNDED: Funds will be distributed on a competitive basis. The following criteria will be used in evaluating proposals submitted in response to this RFP:

Up to **100 points** will be awarded, based on the extent to which the proposal adequately addresses the following:

- Abstract (up to 5 points),
- Description of unmet need (up to 15 points),
- Detailed project plan (up to 30 points),
- Connection to Career and Technical Education (up to 10 points),
- Evaluation (up to 20 points),
- Budget and budget narrative (up to 20 points).

SUBSEQUENT DOCUMENTATION REQUIRED OF SUCCESSFUL APPLICANTS: Applicants selected to receive grants under this competition will be required to submit four additional documents:

- A P37 State contract;
- A Certificate of Authority, identifying signatory authority for the applicant;
- Certificate of Insurance/General Liability, with NH DOE listed as certificate holder;
- An executed General Assurances document, submitted to the Department of Education's Office of Audit and Technical Assistance with assistance from the Career Development Bureau.

EVALUATION REQUIREMENTS: The evaluation will include data collection that will be specific to your project. Applicants selected to receive grants under this competition will be

required to submit a narrative and the requested data in the Final Report, which is due 30 days after the end of the grant period (i.e., July 30, 2016)

CONTACT INFORMATION: For further information contact Jennifer Kiley at 573-0600 or Jennifer.Kiley@doe.nh.gov.

NH DEPARTMENT OF EDUCATION STATEMENT OF NONDISCRIMINATION

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- 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

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

Appendix A

References to the Carl D. Perkins Act of 2006

Funds for this RFP are distributed in accordance with the following sections of the Carl D. Perkins Act of 2006 (<http://www2.ed.gov/policy/sectech/leg/perkins/index.html>).

Purpose

Section 112(a)(2)(A) “an amount equal to not more than 1 percent of the amount allotted to the State under section 111 for the fiscal year shall be made available to serve individuals in State Institutions, such as State correctional institutions and institutions that serve individuals with disabilities;...”

Priorities

ii) Section 124(c)(9) “support to improve or develop new career and technical education courses and initiatives, including career clusters, career academic,...”

iv) Section 122(c)(7) “Provide students with strong experiences in, and understanding of, all aspects of industry;...”

Appendix B

Career and Technical Education in New Hampshire

What is Career and Technical Education?

Career & Technical Education (CTE) is learning that works for New Hampshire. CTE is helping our state and our nation meet the very real and immediate challenges of economic development, student achievement and global competitiveness. CTE is developing New Hampshire's most valuable resource—its people; helping them gain the skills, technical knowledge, academic foundation and real-world experience they need to prepare for high-skill, high-demand, high-wage careers—and keep New Hampshire working—in every sense of the word. CTE is organized by a national framework called Career Clusters™, which presents a complete range of related career options to students of all ages, helps them discover their interests and passions, and empowers them to choose the educational pathway that can lead to success in high school, college and their chosen career. CTE is leading change, transforming expectations and making the difference for students, for high schools and colleges, for business and industry, for New Hampshire.

CTE in New Hampshire

Our mission 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.

The Bureau of Career Development provides leadership and support for the career and technical education (CTE) system at both secondary and postsecondary levels. This system provides education in career pathways leading to further education and employment opportunities. Activities include, but are not limited to

- Managing the use of federal CTE funds for program improvement at secondary and postsecondary institutions;
- Supporting career guidance through the development and implementation of career pathway plans of study (CPPOS) that document secondary to postsecondary education connections;
- Overseeing a system of 28 secondary regional career and technical centers and sub-centers;
- Making provisions for the delivery of apprenticeship related instruction;
- Evaluating and approving the renovation of facilities at the secondary regional CTE centers;
- Carrying out federal and state laws, rules and regulations pertaining to CTE in New Hampshire.

Appendix C

Certifications and Assurances

CERTIFICATIONS AND ASSURANCES

For Institutions Serving Individuals with Disabilities or Incarcerated Individuals

I, _____, hereby
(Typed Name and Title of Chief Administrative Officer)

certify and assure that _____ will comply with the following:
(Institution)

1. The programs, services, and activities designated to be supported by funds released through this Request for Proposals will be conducted in accordance with the Carl D. Perkins Career and Technical Education Act (P.L. 109-270), N.H. Statutes, and the New Hampshire Administrative Rules.
2. Policies, procedures, and activities described in the attached proposal will be carried out as described herein.
3. Supplemental funds granted to the agency under the provisions of P.L. 109-270 will be used as stipulated in the attached proposal, and supporting documents and records of expenditures will be maintained for audit in accordance with the requirements of the New Hampshire State Department of Education, Office of Business Management.
4. Student and program data, information, and reports as may be reasonably required by the NH State Department of Education will be submitted as requested, and in a timely fashion.
5. All career and technical education programs offered by the eligible recipient will conform to the definition of career and technical education stated in Sec. 3(5) of P.L. 109-270.

I certify that all information contained in this application/proposal is true and correct.

(Signature, Chief Administrative Officer)

Date

Appendix D

Certificate of Institutional Advisory Committee

CERTIFICATE OF INSTITUTIONAL ADVISORY COMMITTEE

I, _____, certify that the
(Typed Name and Title of Chief Administrative Officer)

Institutional Advisory Committee for _____
(Name of Institution)

will be operational at the initiation of the grant period.

I further certify that the Committee will meet at least three times during the grant period to ensure that the activities and expenditure of funds are in accordance with the approved proposal.

I further certify that the membership of this Committee is composed of representatives of the general public including at least one representative each of business, industry, and labor, and that the Committee has an appropriate representation of both genders, as well as resident racial and ethnic minorities.

(Signature, Chief Administrative Officer)

(Date)

I, _____, certify that the above committee will meet three times during the grant period.

(Signature of Committee Chairperson)

(Date)