

New Directions: A Career and Technical Education Program at Belknap  
County Department of Corrections

---

June 9, 2014

**2014 - 2015 Grant Application Cover Sheet**

New Hampshire Department of Education  
Carl D. Perkins Career and Technical Education Act

**Date of Application:** 6/9/14

**Organization name:** Belknap County Department of Corrections

**Mailing Address:** 76 County Drive, Laconia NH, 03246

**Source of Funds applying for:** Carl D. Perkins Career and Technical Education Act of 2006

**Project Manager:** Tamara McGonagle, Programs Director of Belknap County Department of Corrections

**Telephone number:** 603-527-5480 ext: 1294 Direct Line: 729-1294

**Fax number:** 603-527-5489

**E-mail Address:** [tmcgonagle@belknapcounty.org](mailto:tmcgonagle@belknapcounty.org)

**Project Title:** New Directions: A Career and Technical Education Program at Belknap County Department of Corrections.

**Name and Title of Chief Administrative Officer:** Debra Shakett, Administrator of Belknap County

**Original Signature of Chief Administrative Officer:**

**Date:** 6/9/2013

New Directions: A Career and Technical Education Program at Belknap  
County Department of Corrections

---

June 9, 2014

Table of Contents

Project Abstract.....	1
Description of Unmet Need.....	1-2
Detailed Project Plan.....	2-4
Evaluation Plan and Reports.....	5-6
Budget.....	7
Budget Narrative and Justification Including Other Sources of Support.....	8-9
Attachment A: Current Programs at Belknap County Department of Corrections.....	10
Attachment B: Community Collaborations.....	10
Attachment C: Original Certificate of Assurances and Responsibility.....	11
Attachment D: Original Certificate of Advisory Committee.....	12

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

**I. Project Abstract**

Our proposed new and expanded CTE for inmates will be called New Directions (ND). We propose to continue and expand upon our current CTE program by including these programs: OSHA 10 – Primary Partner: Jonathan Theberge of Seacoast School of Technology and Great Bay Community College (GBCC); Automotive Technology Training Program (ATTP) – Primary Partner: Lakes Region Community College (LRCC); and SERVSAFE Employee Starter Program- Primary Partner: Chef Jayson McCarter of McCarter Services. The priorities that we will address are: (1) Support CTE programs for incarcerated youth and young adults that result in nationally recognized credentials; (2) Support to improve CTE courses and initiatives including Career Clusters for incarcerated youth and young adults; (3) Supporting partnerships among correctional institutions, secondary CTE Centers, Institutions of high education, and, as appropriate, other entities, to enable incarcerated youth and young adults to achieve state academic standards and career and technical skills.

**II. Description of Unmet Need:**

Over the past three years, Belknap County Department of Corrections (BCDOC) has added a number of new educational programs, including the CTE programs that we have offered through 2011-2014 through the Carl D. Perkins Grant. By continuing to offer new programs and improve and expand upon our current CTE programs, BCDOC is meeting a need for the inmates that we have not always been able to provide.

We have found that the number of younger inmates incarcerated at BCDOC has increased over the past few years. The current age range of our inmate population is as follows: 32 inmates 17-25; 56 inmates 26-40; 12 inmates 41-55; and 4 inmates over 56 with our average inmate age being 29.65. If we provide CTE programming to inmates of all ages, including the target age of 17-24, they will all have an

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

opportunity to learn new skills while earning certificates in the above offered CTE classes. These CTE programs will introduce the participants to opportunities for continuing their education at LRCC, GBCC or in the Recipe for Success Program. This “bridging the gap” between incarceration and education will be aided by having the LRCC Director of Admissions and Financial Aid regularly come to BCDOC to hold “informational session” with the inmates and by scheduling tours of LRCC for inmates who are interested in attending there after they are released.

BCDOC only has one classroom. This lack of useable space presents a significant problem for us and restricts us on the programming we are able to provide the inmates. However, in some instances, we can creatively utilize our space in order to maximize our programming. For example the ATTP will be held in the 3-Bay Garage while the classroom is being used for a substance abuse awareness group and AA, and SERVSAFE is held in staff room while the classroom is used for inmate visitation and ecumenical church services.

### **III. Detailed Project Plan**

**SERVSAFE Employee Starter Program:** Primary partner --Jayson McCarter of McCarter Services, the NH Food Bank “Recipe for Success” program, and a former chef at the White House will be the instructor for the SERVSAFE programs.

The SERVSAFE Employee Starter Program is a two-week class with one-2 hour class each week for a total of 4 hours of classroom time. SERVSAFE will be offered six times during the grant calendar year with up to 10 participants per session for a possible total of 60 inmate participants during the grant calendar year. The SERVSAFE course is part of Hospitality & Tourism Career Cluster.

SERVSAFE is a National Restaurant Association educational program to teach persons in food service about proper food handling techniques, personal hygiene, cleaning and sanitizing, food storage, prep, cooking and serving. It teaches the students about proper time and temperature control required to keep

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

food safe, and also teaches about persons with food allergies. The SERVSAFE program is based on the 2009 FDA Food Code (the most current version of the food code) and once the participants complete the program and take a test they earn a nationally recognized SERVSAFE employee starter program Certificate.

SERVSAFE workbooks will be given to each participant and at the end of the second class a 45-question test will be administered. If the participants pass the test they will earn the nationally recognized SERVSAFE Employee starter program certificate making them more marketable to potential employers. SERVSAFE classes will be open to male and female minimum and medium security inmates. The target audience will be under the age of 24 but inmates over the age of 24 will be allowed to attend and participate in this class. Inmates will be screened through the Classification Committee for appropriateness before they enter.

Those inmates who have completed SERVSAFE and are interested in culinary job training are encouraged to apply to the "Recipe for Success Program" once they are released. This free program is a 260-hour culinary job-training program for those who are suffering financial hardship and are unemployed or underemployed.

**Automotive Technology Training Program:** Primary partner – LRCC. Each session will provide 48 hours of classroom time and will be offered three times during the grant calendar year for 144 hours of total classroom time. 8 inmates will be allowed to participate in each session for a possible total of 24 inmate participants over the span of the three sessions. This program will be offered to male and female minimum security inmates. The target audience will be under the age of 24 but inmates over the age of 24 will be allowed to attend and participate in all aspects of the program. Inmates will be screened through the Classification Committee for appropriateness before they enter.

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

The ATTP, which is part of the Transportation, Distribution and & Logistics Career Cluster, will provide instruction in career opportunities, safety, proper tool usage, service operations and basic maintenance.

This class will give the inmates the opportunity to learn the skills necessary to make them more marketable and competitive as they enter the world of work. Upon successful completion of this program, participants will receive a certificate of completion from LRCC that can be applied towards 3 credits for continuing their education and training at LRCC in the Automotive Program.

This ATTP was offered here in 2012-2013. It was a well attended class which led to success stories for several of the inmates in either continuing with their education at LRCC or in finding employment. Out of the 12 inmates who successfully completed this during the 2012-2013 grant-year, three of them enrolled at LRCC in the Automotive Program and four found work in the automotive technology field.

**OSHA 10 Courses and Certificate Program:** Primary Partner –Jonathan Theberge of Seacoast School of Technology and Great Bay Community College. The OSHA course that will be offered is: OSHA 10-General Industry Safety Course which is designed to give entry-level construction workers a basic understanding of how to recognize and prevent hazards on a construction site. The OSHA-10 course is part of the Architecture & Construction Career Cluster.

The OSHA-10 class will be offered four times during the grant calendar year with up to 10 inmates participating in each class for a possible total of 40 inmate participants during the grant calendar year. Each session will provide 10 hours of classroom time. These classes will be offered to male and female minimum and medium security inmates. The target audience will be under the age of 24 but inmates over the age of 24 will be allowed to attend this class. Inmates will be screened through the Classification Committee for appropriateness before they enter.

All inmate participants will receive a course completion certificate plus a course completion wallet card supplied by OSHA that certifies they have successfully completed the 10-hour course.

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

**IV. Evaluation Plan and Reports**

Goals and Performance	Totals	Female	Male	17-25	26-40	41-55	56+	White	African-American	Other	Unknown
1. Baselines	124	14	110								
2. Enrollment goal	118										
3. Completion goal	110										

- *These goals are based on the numbers we currently have here at BCDOC and take into consideration different factors such as the ratio of male to female inmates and the attrition rates due to: pre-trial inmates sentenced to state prison, pre-trial inmates released on bail, and disciplinary infractions of a participant that requires his/her removal from CTE programs.*

**The Evaluation Plan and Reports will consist of:**

- A. Baseline Data, Enrollment goals and Completion goals
- B. Enrollment outcomes and Completion outcomes
- C. Entrance interviews, Pre and Post-program data collection
- D. A 3- month and 6-month follow up phone screening with the inmates that successfully completed or participated in the ND CTE Programs.

During the entrance interview we will ask all inmates to participate in the evaluation process and give us permission to follow up with them after they are released. Through our pre-program data collection we will know the percentage of inmates that were employed, either full-time or part-time prior to incarceration as well as the highest level of education completed. We hope to increase that number of who are employed after they are released by 2%-3% and we hope to decrease the percentage of those who have not received their HS diploma by enrolling them in the BCDOC High School Equivalency Test-HiSET program. Another goal of the ND program is to have 20% of those inmates participating in the program secure employment within 6-months of their release or to be enrolled in continuing their education at LRCC or one of the NH Community Colleges.

One of the evaluation tools is through contacting all participating inmates post-release regarding their employment/educational status. We will ask for three ways of contacting them (home or cell phone, email address, and mailing address). We will also be asking for permission to speak with a designated contact person (mother, father, or other family member); in case they are not available to speak with us.

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

Through this 3-month and 6-month follow up evaluation we will be able to assess if the participants have been able to secure employment within 3 months of their release and if they were able to maintain that employment 6 months after their release and/or if they were able to continue with their education. We will also be able to track the recidivism rate among the ND participants.

Some of the additional goals for this expanded ND program are: (1) Teach the inmates marketable skills that will assist them in securing employment; (2) Provide the inmates with certificates and/or credentials upon completion of a CTE program; (3) Help them with the re-entry process out of a correctional facility back into the community; and (4) Encourage them to continue their education at one of the NH Community Colleges and assist them with the application process. The over-arching goal for this proposed program is to reduce the rate of recidivism among the inmates at BCDOC and to help them break the cycle they are in and find hope for the future.

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

**V. New Directions Budget**

EXPENSES		REVENUE			TOTALS
ITEM	AMOUNT	CASH	IN-KIND	DOE Grant	
<b>PROFESSIONAL TECHNICAL SERVICES</b>					
Automotive Technology Training Program- LRCC Faculty: (3 Sessions @ 12 weeks a session for 36 weeks @4 hours a week and 12 hours teacher prep/planning time = 156 hours. 156 hours x \$49.30 per hour= \$7,690.80)	\$7,690.80			\$7,690.80	\$7,690.80
OSHA classes: 4 X a year @ \$1,700 per session. (10 students per class, includes teacher prep & planning time) for a total of \$6,800.00	\$6,800.00			\$6,800.00	\$6,800.00
SERVSAFE: 6 classes \$350 a class = \$2,100.00	\$2,100.00			\$2,100.00	\$2,100.00
BCDOC Program Director Time/ Grant Manager(12hrs/mo x 12 mo x \$22.86/hr= \$3,291.84)	\$3,291.84		\$3,291.84		\$3,291.84
BCDOC Program Director Time: Entrance interviews and follow-up phone screenings (175 hours x 22.86/hr = \$4,000.50)	\$4,000.50		\$4,000.50		\$4,000.50
PT Program Employee Automotive - 144 hrs x \$20= \$5,760.00	\$2,880.00		\$2,880.00		\$2,880.00
<b>OTHER SERVICES</b>					
Garage/Utilities/Internet	\$2,000.00		\$2,000.00		\$2,000.00
2-2003 Ford Crown Victoria Cars for Auto Class	\$2,000.00		\$2,000.00		\$2,000.00
AVA Equipment, Laptop, Projector, Copier	\$1,500.00		\$1,500.00		\$1,500.00
<b>CURRICULUM</b>					
Auto Textbooks	\$1,000.00		\$1,000.00		\$1,000.00
<b>EQUIPMENT</b>					
Assorted tools & equipment for Automotive Class	\$2,500.00			\$2,500.00	\$2,500.00
BCDOC Automotive Machinery/Equipment/Tools	\$5,400.00		\$5,400.00		\$5,400.00
Automotive tools donated from DRMO at Concord National Guard	\$500.00		\$500.00		\$550.00
<b>TOTALS</b>			<b>\$22,573.34</b>	<b>\$19,090.80</b>	<b>\$41, 664.14</b>

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

**New Directions Budget Narrative and Justification:**

- A. Professional Technical Services:** The professional services for the Automotive Technology Training Program instructor, the OSHA-10 instructor and the SERVSAFE instructor will be paid for with the CTE grant. The part-time program employee will be paid for by BCDOC. The professional services are determined by the cost per class (OSHA & SERVSAFE) and the average hourly salary for LRCC faculty (ATTP). All costs of managing and overseeing the ND program, activities and classes will be the responsibility of the Programs Director/Grant Manager Tamara McGonagle. The entrance interviews and the follow-up phone screenings will be the responsibility of the Programs Director/Grant Manager and selected BCDOC staff.
- B. Other Services:** Property, including use of three-bay garage and two BCDOC vehicles, utilities, property services, and other overhead expenses will all be provided through BCDOC. The use of a TV, DVD, photocopier, laptop, projector, and internet will be provided through BCDOC. Program materials for New Directions such as: paper, pens, pencils, composition notebooks and folders will be provided through BCDOC. Closet space and space in filing cabinets, if needed, will also be provided for these classes and programs through BCDOC.
- C. Curriculum:** The curriculum will be provided through BCDOC
- D. Equipment:** The equipment for the Automotive Technology Training Program will be provided through a combination of BCDOC, the CTE grant, as well as a limited selection of automotive tools has been donated from DRMO at Concord National Guard. The cost of \$2,500.00 for equipment and assorted tools is based on what LRCC said they would need in order to run this class three times during the grant calendar year.
- E. Other Sources of Support:** The educators at LRCC will provide their time and transitional services to those inmates interested in continuing their education at LRCC.

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

Sue Cagle, an educator from UNH Cooperative Extension, will continue to provide classes at BCDOC. Those classes are: Communication & Conflict Resolution, Money Management, and Parenting under Difficult Circumstances for the inmates. These classes will support and enhance the New Directions program.

The members of the Institutional Advisory Committee are: BCDOC Superintendent Daniel Ward, Finance Officer for Belknap County Glen Waring, BCDOC Programs Director Tamara McGonagle, Vice President of LRCC Tom Goulette, and UNH Cooperative Extension Educator Sue Cagle.

New Directions: A Career and Technical Education Program at  
Belknap County Department of Corrections  
June 3, 2014

---

**Attachment A**

**Current Programs at Belknap County Department of Corrections:** The current programs and services at the BCDOC are: (1) weekly AA meetings; (2) weekly NA meetings; (3) The Adapt Program (12 week psycho-educational substance abuse self-awareness group); (4) Alternatives to Violence Program (AVP is a 1-2 day workshop for male inmates offered every 3-4 months); (7) SERVSAFE -Food safety/food service class – currently offered through the CTE grant; (8) The High School Equivalency Test and HiSET certificate program; (9) weekly Writing class; (10) Weekly Male Book Club; (11) Weekly Female Book Club; (12) Communication and Conflict Resolution, (13) Money Management, and (14) Parenting classes are all taught through UNH Cooperative Extension; (14) Nurturing Parenting Skills taught through the Family Resource Center of Lakes Region Community Services (15) weekly Yoga class for female inmates; (16) weekly Yoga classes for the male inmates; (17) weekly non-denominational Church services; (18) weekly non-denominational female bible study groups; (18) weekly non-denominational male bible study groups (19) Health Services; (20) Pastoral and Mental Health counseling services; (21) weekly “Chances and Changes” program for female inmates offered through the Educators of New Beginnings in Laconia; (22) the Going-Home/Re-entry group; (23) weekly Knitting classes for male inmates; (24) weekly Knitting classes for female inmates; (25) Impact of substance abuse during pregnancy and Shaken baby syndrome (offered 3-4 times a year taught by Ruth O’Hara, RN from LRGH); (26) OSHA – 10 hour general construction safety course –currently offered through the CTE grant; (27) Tai Chi Chih – offered to both male and female inmates; (28) Anger Management – will be offered the fall of 2014 ; (29) Poetry Classes for female inmates (offered 3x a year at 5 weeks a session); and (30) a weekly Art class offered separately for male and female inmates.

The constituency for the Belknap County Department of Corrections is Belknap County and all the people that reside within that county.

**Community Collaborations:** Some of the community organizations that Belknap County Department of Corrections has collaborated with and or provides services to are: Belknap County Nursing Home, Belknap County Economic Development Council, Belknap County Police Departments, 4-H chapter in Laconia, NH Employment Security in Laconia, 911 Fire and Dispatch offices in Laconia, Belknap County Court House in Laconia, Belknap County Youth Services, Belknap County Juvenile & Adult Diversion, United Way, UNH Cooperative Extension, Horizons Counseling, Genesis Behavioral Health, Salvation Army, Catholic Charities, Habitat for Humanity, Health-Link, New Beginnings of Laconia, Community Action Program, Laconia Adult Education, Lakes Region Community Services and the Family Resource Center, Department of Health and Human Services, Lakes Region Community College, Lakes Region General Hospital, the Belknap Mill, and Multi-Cultural Market Day in Laconia.

**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)