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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) 271-6133
FAX (603) 271-1953

January 10, 2020

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education, Bureau of Student Wellness, Office of Social & Emotional Wellness to enter into a **sole source** cooperative project agreement with Keene State College (KSC), (vendor code 177865), Keene, NH in an amount not to exceed \$1,350,000.00 to work in partnership with the NH Department Of Education, (NHDOE) to provide external evaluation services of the Project AWARE 2019 Grant, effective upon Governor and Executive Council approval through September 29, 2025. 100% Federal Funds.

Funds are available in the account titled Project AWARE for Fiscal Years FY '20 and FY '21, and are anticipated to be available in Fiscal Years '22, '23, '24, and '25, upon the availability and continued appropriation of funds in future operating budgets, with the authority to adjust encumbrances amongst fiscal years within the price limitation through the Budget Office, if needed and justified.

06-56-56-562010-25080000-072-509073 Grants Federal

State FY	Class-Account	Class Title	Amount
2020	072-509073	Contracts for Program Services	\$202,500
2021	072-509073	Contracts for Program Services	\$270,000
2022	072-509073	Contracts for Program Services	\$270,000
2023	072-509073	Contracts for Program Services	\$270,000
2024	072-509073	Contracts for Program Services	\$270,000
2025	072-509073	Contracts for Program Services	\$67,500
Total			\$1,350,000

EXPLANATION

The contract is being **sole sourced**, due to the Federal grant requirement that the agency identify an external evaluator and name an Evaluation Task Lead prior to submitting the application. In an effort to continue evaluation services as approved within our Federal grant application, the Department of Education is requesting this Cooperative Program Agreement.

The purpose of this **sole source** cooperative agreement is to serve students in the Southwest, Southcentral, and Southeast regions of New Hampshire. Through participation in this effort, each Local Education Agency (LEA) will create a comprehensive plan of evidence-based, culturally competent, and developmentally appropriate school and community-based mental health services through the development of a Multi-Tiered System of Support for behavioral Health and Wellness (MTSS-B), identify opportunities to strengthen professional development and training amongst staff and community providers, and receive technical assistance to advance and sustain comprehensive school mental health efforts through the adoption of policies, practices, and programs that address both in-school and out-of-school time. Local jurisdictions served within NH's Project AWARE initiative include the following School Administrative Units (SAU): 1) SAU 34: Hillsboro-Deering in the South East Region; 2) SAU 81: Hudson in the South Central Region; and, 3) SAU 33: Raymond in the South West Region. Each LEA represents a region of the state that has yet to fully explore the use of a Multi-Tiered System of Support for Behavioral Health and Wellness (MTSS-B) for comprehensive school mental health. The three local jurisdictions identified for this project include an estimated student population of 5,835.

The Behavioral Health Improvement Institute (BHII) at Keene State College will serve as the external evaluator for the NH Project AWARE 2019 grant. BHII works shoulder to shoulder with community partners to improve community and behavioral health practice and outcomes for underserved populations. BHII has served as the external evaluator for five Federal and/or state funded school-based behavioral health initiatives, including Safe Schools Healthy Students, Project AWARE, NH System of Care, an LEA School Climate Transformation Grant, and iSocial – all of which support implementation of MTSS-B in NH public schools and early childhood settings. BHII will track and report the required Government Performance Results Act (GPRA) performance measures to Substance Abuse and Mental Health Administration (SAMHSA) specifications. They will also collect additional performance measures and qualitative data at the local, LEA level to offer a comprehensive picture of project performance. Quantitative data will be supplemented with qualitative data based on annual interviews with key informants.

KSC will be evaluated by the Department through the monitoring of the services provided. In addition, KSC will submit reports to the Department on the progress in meeting the objectives of the contract.

In the event that the 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

Keene State College of the UNIVERSITY 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"), Department of Education and the University System of New Hampshire, acting through Keene State College, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, 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 9/29/2025. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date 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: NH Project AWARE 2019 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.

State Project Administrator

Campus Project Administrator

Name: Michelle Myler	Name: Abby Holmes, Business Manager
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 229 Main Street Keene, NH 03435-3520
Phone: 603-271-4018	Phone: 603-831-1972

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

Campus Project Director

Name: Kelly Untiet	Name: Megan Phillips
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 229 Main Street Keene, NH 03435-3520
Phone: 603-271-2295	Phone: 802-275-8395

Campus Authorized Official

Date

[Signature]
1-6-2020

F. Total State funds in the amount of \$1,350,000.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. 1H79SM082054-01 from Department of Health and Human Services, Substance Abuse Services Administration under CFDA# 93.243. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, 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 University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

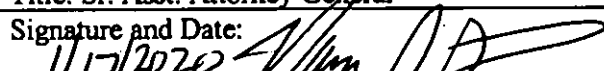
H. State has chosen **not to take possession** of equipment purchased under this Agreement.

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 Campus 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 Campus 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 University System of New Hampshire, acting through the Keene State College and the State of New Hampshire, Department of Education have executed this Project Agreement.

By An Authorized Official of:	By An Authorized Official of:
Keene State College	Department of Education
Name: Susan LaPanne	Name: Frank Edelblut
Title: Vice President for Finance and Administration	Title: Commissioner of Education
Signature and Date:  1-6-2020	Signature and Date:  1-14-2020

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: Nancy Smith	Name:
Title: Sr. Asst. Attorney General	Title:
Signature and Date:  1/17/2020	Signature and Date:

Campus Authorized Official 
Date 1-6-2020

EXHIBIT A

A. Project Title: NH Project AWARE 2019 grant

B. Project Period: Upon Governor and Executive Council approval through 9/29/2025

C. Objectives: Keene State College (KSC) will provide the New Hampshire Department of Education, Office of Social & Emotional Wellness with the following services to support the implementation of the NH 2019 Project AWARE grant and the evaluation of the services and supports implemented by the Department of Education and within each of the three participating LEAs.

D. Scope of Work: Keene State College (KSC) (vendor code 177865) shall:

1. Submit a comprehensive evaluation work plan and timeline for approval that includes a detailed description of data to be collected, processes for collecting the data, an outline of evaluation theories and methodologies for analysis, and assurances related to informed consent, data sharing agreements, and privacy protection.
2. Execute approved comprehensive evaluation plan.
3. Act as the liaison between the NH Department of Education and the federal evaluation team.
4. Participate in monthly calls with staff from the Office of Social & Emotional Wellness.
5. Provide timely and frequent updates on data collection and analysis.
6. Host quarterly in-person evaluation meetings with all relevant project partners.
7. Provide training and technical assistance to project partners in the area of data collection and analysis.
8. Serve on work groups, advisory councils and committees as appropriate.
9. Demonstrate in his/her work a commitment to the system of care values and guiding principles.
10. Author Annual Evaluation Reports as needed.
11. Author Project Evaluation Report upon completion of the performance period.

E. Deliverables Schedule: Keene State College will provide ongoing evaluation support for the Project AWARE grant including, but not limited to: daily and weekly data collection from participating LEAs, monthly and as needed calls and meeting with Department of Education staff, and quarterly project evaluation meetings. Monthly and annual project reports will be submitted to the Department of Education summarizing and analyzing evaluation efforts in an effort to fulfill grant requirements.

Campus Authorized Official

Date

[Signature]
01/16/2020

F. Budget and Invoicing Instructions:

Item	Description	FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	Total
Lead Evaluators Dr. Megan Phillips Dr. James Fauth Dr. George Tremblay	The lead evaluators will be responsible for the design and implementation of the evaluation and all evaluation-related products.	\$79,000.00	\$128,105.00	\$128,105.00	\$128,105.00	\$128,105.00	\$32,000.00	\$623,420.00
Evaluation Coordinators/Data Analysts Lisa Colby Dotson John Erdmann TBD TBD	The evaluation coordinators/data analysts will execute evaluation activities, liaise with districts, manage and analyze data.	\$93,500.00	\$126,500.00	\$126,500.00	\$126,500.00	\$126,500.00	\$31,625.00	\$631,125.00
Travel/Meetings	Travel for project and evaluation meetings including those required by the funder and to meet with staff at each participating LEA. Mileage is reimbursed at the GSA approved rate. Number and frequency of trips will vary.	\$15,000.00	\$8,045.00	\$8,045.00	\$8,045.00	\$8,045.00	\$2,011.25	\$49,191.25
Supplies	Expenditures to include: General office supplies, postage, copies, laptop computers and software required for the execution of the evaluation plan.	\$15,000.00	\$7,350.00	\$7,350.00	\$7,350.00	\$7,350.00	\$1,863.75	\$46,263.75
Totals		\$202,500.00	\$270,000.00	\$270,000.00	\$270,000.00	\$270,000.00	\$67,500.00	\$1,350,000.00

Payment will be invoiced quarterly by the 10th day following the end of the quarter. Invoices shall detail a summary of activities that have taken place in accordance with the terms of the contract. Invoice template will provided by the Office of Social & Emotional Wellness.

Attn: Kelly Untiet
 NH Department of Education
 Office of Social & Emotional Wellness
 101 Pleasant Street
 Concord, NH 03301

Campus Authorized Official

Date

[Signature]
 1/16/2020

Funds will be available in the following account for Fiscal Years FY '20 and FY '21, and are anticipated to be available in Fiscal Years '22, '23, '24, and '25, upon the availability and continued appropriation of funds in future operating budgets, with the authority to adjust encumbrances amongst fiscal years within the price limitation through the Budget Office, if needed and justified.

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Total			\$1,350,000

Campus Authorized Official 
 Date 11-16-2020

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/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 Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, 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 Campus; 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

Campus Authorized Official 
Date 01-16-2020