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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 13, 2013

*Sole Source
100% Federal*

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth & Families to enter into a **sole source** Agreement with the University of New Hampshire, vendor number 177867-B046, to expand New Hampshire's workforce development in the children's behavioral health system, in an amount not to exceed \$230,401 effective July 1, 2013 or date of Governor and Executive Council approval, whichever is later, through June 30, 2014. Funds to support this request are anticipated to be available upon the availability and continued appropriation of funds in the future operating budgets.

05-95-42-421010-1238 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, STAY GRANT

<u>Appropriation</u>	<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2014</u>
05-95-42-421010-12380000	102-500731	Contracts for Program Services	42103802	\$230,401

EXPLANATION

This request is **sole source** because the Substance Abuse and Mental Health Services Administration (SAMHSA) required applicant states to identify specific participating organizations in their grant submissions. New Hampshire identified all known agencies that have previously worked in concert with the State's Community Based Care System. The identified agencies were the University of New Hampshire (UNH), Granite State Federation of Families for Children's Mental Health (GSFFCMH), the National Alliance on Mental Illness New Hampshire (NAMI NH), and Families Advocating for Substance Abuse Treatment, Education and Recovery (FASTER) and Antioch College. Based largely on the qualifications of these organizations and after a thorough review SAMHSA awarded the State of New Hampshire a System of Care Implementation grant. The Department of Health and Human Services will be contracting various portions of this grant to each of these organizations.

This grant is being used to develop a sustainable system of care infrastructure for children and youth with serious emotional, behavioral and/or mental health challenges and their families. The infrastructure development will expand the array of supports for children/ and youth who are involved with two or more systems and who are at risk of out of home placement. UNH has been the lead stakeholder in developing a set of core competencies for

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

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the workforce in children's public mental health services and is a partner in New Hampshire's System of Care work.

UNH was awarded the contract to lead the grant initiative for workforce development. As part of the grant implementation, a training network will be created to expand the array of supports available to children/youth with serious emotional disturbances and their families, that will promote research-based interventions and will improve the knowledge and skills of the children's behavioral health workforce. New Hampshire has developed "core competencies" and practice standards for the children's behavioral health workforce, based on System of Care values and principles and UNH has been the coordinating agency in this effort. UNH will continue to identify policies and contracting, reimbursement and regulatory mechanisms for behavioral health providers that are most appropriate to embed with the core competencies of the children's behavioral health workforce.

In addition to the training network, UNH will create a network of wraparound facilitators. Facilitators will be trained using a annualized curriculum and will receive ongoing coaching and mentoring to ensure fidelity to the process.

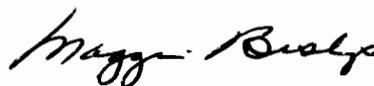
Should the Governor and Executive Council determine to not authorize this agreement, the momentum to transform our children's mental health service delivery system will be significantly impaired. The progress and collaborative work to date of public systems, family organizations and community providers will likely dissipate as a return to the status quo manifests itself. The opportunity to improve outcomes for New Hampshire's children and youth, and their families, may be lost

Area served: statewide.

Source of funds: 100% Federal Funds.

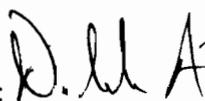
In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop
Director

Approved by:



Nicholas A. Toumpas
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**

and the

University of New Hampshire 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 Health and Human Services, Division for Children Youth & Families**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (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 **6/30/14**. 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: **FAST Forward Grant (System of Care Expansion Implementation)**

- 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

Name: Erica Ungarelli
 Address: DCYF
 129 Pleasant St.
 Concord, NH 03301
 Phone: 603-271-7298

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
 Sponsored Programs Administration
 51 College Rd. Rm 116
 Durham, NH 03824
 Phone: 603-862-1942

- 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

Name: Erica Ungarelli
 Address: DCYF
 129 Pleasant St.
 Concord, NH 03301
 Phone: 603-271-7298

Campus Project Director

Name: JoAnne Malloy
 Address: Univeristy of New Hampshire
 Institute on Disability
 10 West Edge Dr. Suite 101
 Durham, NH 03824
 Phone: 603-228-2084

F. Total State funds in the amount of **\$230,481** 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 **20 %** 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. **1U79SM061249-01** from **Substance Abuse and Mental Health 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 Project 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 **University of New Hampshire** and the State of New Hampshire, **Department of Health and Human Services** have executed this Project Agreement.

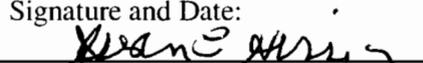
**By An Authorized Official of:
University of New Hampshire**

Name: Karen M. Jensen
Title: Manager, Sponsored Programs Administration
Signature and Date:

 5/31/13

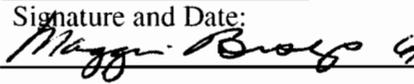
**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: Jeanne Herrick
Title: Attorney
Signature and Date:

 17 Jun 2013

**By An Authorized Official of:
Department of Health and Human
Services, Division for Children Youth &
Families**

Name: Maggie Bishop
Title: Director
Signature and Date:

 6/14/13

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name:
Title:
Signature and Date:

EXHIBIT A

- A. Project Title:** FAST Forward Grant
- B. Project Period:** Date of Governor and Executive Council Approval, whichever is later, through June 30, 2014.
- C. Objectives:** NH FAST Forward will develop a sustainable system of care for children and youth with an emotional, socio-emotional, behavioral or mental health disorder diagnosable under the DSM-IV who meet the diagnostic criteria for serious emotional disturbances and their families. The infrastructure development proposed will expand the array of supports for children/youth with SED who are involved with two or more systems and who are at-risk for out-of-home placement.

As part of the implementation of the grant, a training network will be created to expand the array of supports available to children/youth with SED and their families, to promote research-based interventions, and to improve the knowledge and skills of the children's behavioral health workforce. New Hampshire has developed "core competencies" and practice standards for the children's behavioral health workforce, based on System of Care values and principles. We are in the planning phase of creating a statewide capacity for high fidelity wraparound, evidence-based practices including trauma-focused cognitive behavioral therapy, R.E.N.E.W. and other home and community-based approaches. We will create a network of wraparound facilitators. Facilitators will be trained using a manualized curriculum, and will receive ongoing coaching and mentoring to ensure fidelity to the process.

- D. Scope of Work:**
1. Governance structure for the Training Network established to include family and youth leadership and a linkage to the regional CME governance structure. (July 2013);
 2. Select curriculum for Wraparound Facilitators. (September 2013);
 3. Train Wraparound Facilitators. (June 2014);
 4. Provide ongoing coaching and mentoring of Wraparound Facilitators (ongoing);
 5. Collect and analyze data annually on existing workforce capacity using the core competency self-assessment tool and prioritize capacity building. (June 2013 and June 2014);
 6. Continue to provide training, technical assistance and coaching. (ongoing);
 7. Review existing training curriculum for respite providers and adapt or develop the curriculum. (January 2014);
 8. Train cohort of respite providers. (June 2014);
 9. Prioritize one evidence-based or evidence-informed practice per year and conduct training and coaching to implement the practice. (September 2013 and September 2014).

10. Report to the Program Director and Grant Steering Committee on progress with the deliverables.
(Monthly)

11. Staffing:	FTE
Project Director	.30
Training Network Assistant	.10
RENEW/WRAP Training Coordinator	.15
RENEW/WRAP Trainer	.10
Program Support	.10
Research Coordinator	Hourly Support

11.1. Campus shall ensure that staff has the appropriate training, education and experience.

E. Deliverables Schedule: See Scope of Work.

F. Budget and Invoicing Instructions: 1. State Account Number

Funds supporting this Agreement are in Account Number 05-95-95-958010-0000-072-500573.

2. Cost Share:

The required match of 20% will be documented through the use of salary, fringe and F&A costs for the IOD Director provided by the University of New Hampshire. The match shall not be derived from federal funds or used as match against any other state contract or federal program.

3. Invoicing Instructions

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, shall show current and cumulative expenses by major cost categories, shall document cumulative cost sharing through the end of the invoicing period and will certify that the match was not derived from federal funds or used as match against any other state contract or federal program. The State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date

4. Funding Level: Funding for this Agreement is based upon and subject to availability of the Grant Award to support this project. If the funding for this Agreement is not available at the proposed levels, the Agreement will be adjusted accordingly.

5. Budget and Narrative

State Funding

Budget Items	State Fiscal Year 2013	State Fiscal Year 2014	Grand Total
1. Salaries and Wages	\$6,433	\$56,469	\$62,902
2. Employee Fringe Benefits	\$2,895	\$24,033	\$26,928
3. Travel	\$800	\$3,000	\$3,800
4. Supplies and Services	\$1,650	\$88,075	\$89,725
5. Equipment	\$0	\$0	\$0
6. Facilities & Administrative Costs	\$2,516	\$44,610	\$47,126
Total Project Costs	\$14,294	\$216,187	\$230,481

Budget Narrative:

Personnel:

JoAnne Malloy, Project Director. Dr. Malloy will be responsible for managing all aspects of the project including planning activities, staff training and supervision, coordinating research and evaluation activities, financial management and project evaluation activities. FY13 \$4,357, FY14 \$26,926.

Melissa Mandrell, Training Network Assistant. Ms. Mandrell will be responsible for supporting the development of the content material for System of Care and wraparound training and knowledge management system platform. FY13 \$0, FY14 \$6,593.

Jonathan Drake, RENEW/WRAP Training Coordinator. Mr. Drake will be responsible for the development and delivery of a wraparound curriculum including the development of on line training and coaching tools, and coordinating project activities with participating agencies. FY13 \$1,322, FY14 \$8,167.

Kathryn Francoeur, RENEW/WRAP Trainer. Ms. Francoeur will be responsible for working with Mr. Drake to provide training and coaching services to wraparound facilitators and agency mentors, and to interface with the participating agencies. FY13 \$0, FY14 \$4,621.

Sarah O'Rourke, Program Support. Ms. O'Rourke will assist project staff in the day to day operation of this project. Tasks will include correspondence with project staff, preparing project training materials for distribution, tracking technical assistance/consultation invoices, coordinating training conference details such as travel arrangements, dissemination packets, etc. FY13 \$754, FY14 \$4,662.

Peter Antal, Research Coordinator. Dr. Antal is responsible for continuing to assess the core competencies of members of the children's behavioral health workforce, using an on line survey tool. FY13 \$0, FY14 \$5,500.

Fringe Benefits:

Benefits Rate(s): The Employee Benefit Rates are based on UNH's most current Rate Agreement with the U. S. Department of Health and Human Services, as required under OMB Circular A-21. A copy of the Rate Agreement is provided annually to the NH Department of Administrative Services. The full Employee Benefits rate applies to salaries and wages, except for hourly and college work study wages, graduate student salaries, and faculty summer salaries. The partial rate applies to non-student hourly wages, FICA-eligible graduate student pay, faculty summer salaries, and other exceptions to faculty and staff contract pay. The post doctoral research rate applies to all postdoctoral staff

Travel: Funds will be used to support project staff travel activities. Mileage is reimbursed at the current federal rate. Travel will include travel from one work site to another and travel to and from staff meetings and other organization events. FY13 \$800, FY14 \$3,000.

Supplies and Services:

Supplies. Funds will be used for the purchase of office supplies/services directly related to the support of this project. These items may include laptops, software, and materials/supplies for conferences/training. FY13 \$550, FY14 \$1,700.

Telecommunications: Funds will be used to support the long distance telecommunication expenses associated with this project. FY13 \$100, FY14 \$500.

Printing/copying: Funds will be used to support the costs of developing and disseminating project materials and outcomes in various formats, including alternatives such as large text or audio as needed. FY13 \$625, FY14 \$1,922.

Postage: Funds will be used to support postage expenses related to project activities. FY13 \$75, FY14 \$253.

Conference/Meeting Costs: Funds will be used to support the costs associated with training collaborative team meetings and wraparound training sessions. FY13 \$0, FY14 \$5,000.

Website hosting, training and maintenance costs: Funds will be used to support the costs of software and development of the training collaborative knowledge management system. FY13 \$0, FY14 \$3,600

Occupancy Costs: Funds will be used to address a portion of the rental and occupancy expenses related to the project. FY13 \$300, FY14 \$1,800.

TBD – WRAP Consultants. Funds will be used to support the purchase of wraparound consultation from national experts and to purchase wraparound facilitator services for participating youth and families. FY13 \$0, FY14 \$25,000.

GSFFCMH – WRAP Training. Funds will be used to support the development and delivery of wraparound training and on-site coaching services to agency facilitators. FY13 \$0, FY14 \$15,000.

Respite Training. Funds will be used to support the development and delivery of respite care training to community-based providers in collaboration with the wraparound process. FY13 \$0, FY14 \$14,000.

Strafford Learning Center - WRAP Training. Funds will be used to support the development and delivery of wraparound training and on-site coaching services to agency facilitators. FY13 \$0, FY14 \$10,000.

Behavioral Health Partners Stipends. Funds will be used to support the participation of 3 community mental health center experts to develop training curriculum related to the core competencies. FY13 \$0, FY14 \$4,500.

Institutes of Higher Education. Funds will be used to support the development of undergraduate and graduate level coursework that reflects the System of Care and core competencies frameworks. FY13 \$0, FY14 \$4,800.

6. Notwithstanding Article 5 of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire, an amendment limited to the terms of Budget in #4 above, to adjust the amounts within the price limitation and between state fiscal years can be made by written agreement of both parties and may be made without obtaining approval of Governor and Executive Council.

G. Other:

1. The Department may renegotiate the terms and conditions of the contract in the event applicable local, state, or federal law, regulations or policy are altered from those existing at the time of the contract in order to be in continuous compliance therewith.

2 Credits:

Documents (notices, press releases, research reports, and other materials) prepared for public distribution during or resulting from the performance of the services of the Project Agreement shall include the following statement:

- The preparation of this (report, document, etc.) was financed under a Project Agreement with the State of New Hampshire, Department of Health and Human Services, with funds provided by Grant #1U79SM061249-01 from the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.
3. **Prior Approval and Copyright Ownership:**
All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Campus shall not reproduce any materials produced under the contract without prior written approval from DHHS. Except for the foregoing copyright ownership provision, Campus shall retain ownership for any and all of its original materials, regardless of whether they are used in delivery of Campus' responsibilities under this contract. The State shall grant to Campus a non-exclusive, perpetual, royalty-free license to reproduce, modify, and use all such materials produced under this agreement for its own non-commercial purposes.
 4. **Ownership of Data and Property:** The Campus agrees that all data and any property which has been received from DHHS, including but not limited to training materials and reports, shall be the property of DHHS and shall be returned upon demand, or upon termination of this Agreement for any reason. All data and any property including but not limited to, training records, and training materials (electronic and hardcopy) and reports, created for the purposes of services provided through this CPA shall be co-owned by the State of NH DHHS and the Campus. Neither party may use the curriculum, training records, and training materials (electronic and hardcopy) for commercial gain.

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 or .