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

Kerrin A. Rounds  
 Acting Commissioner

Joseph E. Ribsam, Jr.  
 Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
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January 21, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Children, Youth and Families, to enter into a **sole source** agreement with University of New Hampshire (Vendor # 177867), 51 College Road, Room 116, Durham NH 03824, to provide training on Implementation Science framework in an amount not to exceed \$9,950, effective upon Governor and Executive Council approval, through June 15, 2020. 50% Federal Funds, 50% General Funds.

Funds are available in the following account for State Fiscal Year 2020, with authority to adjust budget line items within the price limitation through the Budget Office, if needed and justified.

**05-95-042-421010 -29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES**

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	637-504181	Title IV-E Foster Care Service	42105892	\$9,950
			<b>Total</b>	<b>\$9,950</b>

**EXPLANATION**

This request is **sole source** because the presenter developed the training as an expert in Implementation Science and is currently employed by the University of New Hampshire. Collectively, the University of New Hampshire has more than \$10,000 in contracts with the Department.

The purpose of this request is to provide training to Department staff on Implementation Science Framework that will guide the development and implementation of key components of the Federal Family First Legislation to ensure fidelity to and sustainability of evidence-based programs and services for clients.

The Contractor will provide training to the Department on the implementation and sustainability of practices that improve services to our clients and strengthen our workforce. Training topics will include elements of effective implementation including implementation stages; drivers to implementation; policy

and practice feedback loops that affect implementation; and sustainability of newly implemented evidence-based practices. Implementation Science training will enable staff to implement and sustain initiatives that improve services to clients, strengthen the workforce, and support evidence-based outcomes.

Families First Legislation goals seek to strengthen families and prevent both the initial occurrence of child abuse and neglect and ongoing maltreatment; prevent unnecessary family disruption; reduce family and child trauma; interrupt intergenerational cycles of maltreatment; and build a well-functioning child welfare system.

The Department will monitor the effectiveness of contracted services using the following performance measures:

- 80% of all attendees shall report an increased practice knowledge as a result of the training.
- 90% of all attendees consider training activities relevant to their current employment
- 90% of all attendees state they will utilize tools from the training in their current employment.

Should the Governor and Executive Council not authorize this request the Department will not obtain formal training in Implementation Science theories, which is needed to effectively implement and sustain programs and services related to the goals of the Federal Family First Legislation.

Area served: Statewide.

Source of Funds: 50% Federal Funds from Foster Care Title IV-E, 50% General Funds, CFDA #93.658, FAIN#2001NHFOST.

Respectfully submitted,



Kerrin A. Rounds  
Acting Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Division for Children, Youth and Families**

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, Division for Children, Youth and 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 6/15/20. 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: Implementation Science Team Retreat**

- 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: Kimberly Crowe  
 Address: DHHS/DCYF  
129 Pleasant St.  
Concord, NH 03301

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Phone: (603) 271-4693

**Campus Project Administrator**

Name: Susan Sosa  
 Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 116  
Durham, NH 03824

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Phone: 603-862-4848

- 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: Kimberly Crowe  
 Address: DHHS/DCYF  
129 Pleasant St  
Concord, NH 03301

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Phone: (603) 271-4693

**Campus Project Director**

Name: Joanne Malloy  
 Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 116  
Durham, NH 03824

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Phone: 603-862-4848

Campus Authorized Official KJ  
 Date 7/21/20

F. Total State funds in the amount of \$9,950 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. \_\_\_\_\_ from Title IV-E Foster Care Service under CFDA# 93.658. 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, Division for Children, Youth and Families 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: \_\_\_\_\_

By An Authorized Official of:  
Department of Health & Human Services  
Name: Joseph Ribsam, Jr.  
Title: Director, DCYF  
Signature and Date: \_\_\_\_\_

By An Authorized Official of: the New  
Hampshire Office of the Attorney General  
Name: N/A Catherine Pinos  
Title: Attorney  
Signature and Date: \_\_\_\_\_

By An Authorized Official of: the New  
Hampshire Governor & Executive Council  
Name: N/A  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

*[Handwritten signature of Karen M. Jensen]*  
*[Handwritten signature of Catherine Pinos]*

*[Handwritten signature of Joseph Ribsam, Jr.]*

Campus Authorized Official *[Handwritten signature]*  
Date 1/21/20

**EXHIBIT A**

- A. Project Title:** Implementation Science Team Retreat
- B. Project Period:** February 1, 2020 through June 15, 2020.
- C. Objectives:** Provide training to agencies and practitioners on developing a systematic framework for applying implementation science methodology that will improve, enhance and increase the success of programs and practices.
- D. Scope of Work:** See Exhibit A-1, Scope of Services
- E. Deliverables Schedule:** See Exhibit A-1, Scope of Services
- F. Budget and Invoicing Instructions:** See Exhibit B-1, Method and Conditions Precedent to Payment

## 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



## Scope of Services

### 1. Provisions Applicable to All Services

- 1.1. The Contractor shall submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. For the purposes of this Agreement, the Department has identified the Contractor as a Contractor, in accordance with 2 CFR 200.300.

### 2. Scope of Services

- 2.1. The Contractor shall provide training on Implementation Science framework to Department staff in order to guide the development and implementation of key components in Federal Family First Legislation to ensure fidelity and sustainability of evidence-based programs and services for clients, including but not limited to:
  - 2.1.1. Improving the fidelity of effective practices.
  - 2.1.2. Strengthening the sustainability of implementation efforts.
  - 2.1.3. Increasing the success of programs and practices.
- 2.2. The Contractor shall conduct one (1), Implementation Science Framework training in the Concord, New Hampshire area over a two (2) day period.
- 2.3. The Contractor shall ensure attendees are trained in effective implementation methods and sustainability of evidence-based practices, ensuring topics include, but are not limited to:
  - 2.3.1. How to sustain evidence-based practices.
  - 2.3.2. Features of Implementation Science and practical utilization of features in the field, which include, but are not limited to:
    - 2.3.2.1. Implementation Stages.
    - 2.3.2.2. Implementation Drivers.
    - 2.3.2.3. Policy and Practice Feedback Loops.
    - 2.3.2.4. Expert Implementation Support.
  - 2.3.3. How to identify and select effective practice models.
  - 2.3.4. Exploration and application elements of effective implementation of evidence-based practices.



- 2.4. The Contractor shall provide team training applications and activities that include, but are not limited to:
  - 2.4.1. Using practice selection tools and processes.
  - 2.4.2. Understanding the stages of implementation and tools for each stage.
  - 2.4.3. Understanding the importance of practice fluency and creating fidelity in the use of implementation tools.
  - 2.4.4. Understanding what drives implementation.
  - 2.4.5. Establishing a strong implementation support team and structure.
  - 2.4.6. Understanding and utilizing quality improvement cycles including but not limited to:
    - 2.4.6.1. Utilizing data to continuously improve implementation.
    - 2.4.6.2. Identifying tools for improvement cycles.
- 2.5. The Contractor shall provide team training on application principles and features of Implementation Science specific to five (5) projects to be implemented through the Family First Prevention Act, which include
  - 2.5.1. Child and Adolescent Needs and Strengths;
  - 2.5.2. Extended Foster Care;
  - 2.5.3. NH Stands Up initiative;
  - 2.5.4. Therapeutic Foster Care; and
  - 2.5.5. Bureau of Family Assistance Call Center Operations.
- 2.6. The Contractor shall provide training supports including but not limited to:
  - 2.6.1. Copies
  - 2.6.2. Printing
  - 2.6.3. Training Supplies
- 2.7. The Contractor shall provide a certificate of completion to each participant upon completion of the training as proof of attaining continuing education credits.
- 2.8. The Contractor shall conduct a post-training evaluation to measure the effectiveness of the training. The Contractor shall:
  - 2.8.1. Distribute the evaluation to each attendee upon completion of the training.
  - 2.8.2. Collect completed evaluations prior to attendees leaving the training.
  - 2.8.3. Ensure the evaluation addresses:
    - 2.8.3.1. Attendee knowledge before and after.
    - 2.8.3.2. Relevance of the training.





2.8.3.3. Likelihood of attendees utilizing tools from the training in their current employment.

### 3. Performance Measures

- 3.1. The Contractor shall ensure 80% of all attendees report increased practice knowledge because of the training.
- 3.2. The Contractor shall ensure 90% of all attendees report that they consider training activities relevant to their current employment
- 3.3. The Contractor shall ensure 90% of all attendees state they will utilize tools from the training in their current employment.

### 4. Deliverables

- 4.1. The Contractor shall provide a certificate of completion to each participant who completes the training in order that participants obtain continuing education credits, at the completion of the training.
- 4.2. The Contractor shall provide aggregate training survey results to the Department within thirty (30) days of completion of the training.



**Method and Conditions Precedent to Payment**

1. The State shall pay the Contractor an amount not to exceed the Price Limitation for the services provided pursuant to Exhibit A, Scope of Services.
2. This Agreement is funded with 50% Federal Funds from Foster Care Title IV-E, Catalog of Federal Domestic Assistance (CFDA) #93.658, Federal Award Identification Number (FAIN) #2001NHFOST.
3. Failure to meet the scope of services may jeopardize the funded Contractor's current and/or future funding.
4. The Contractor shall be reimbursed in accordance with the following fee schedule:
  - 4.1. \$7,885 for activities relevant to actual training, training evaluation and the provision of certificates of continuing education credits.
  - 4.2. \$2,065 for costs of training, including but not limited to:
    - 4.2.1. Copies.
    - 4.2.2. Printing.
    - 4.2.3. Training Supplies.
5. The Contractor shall submit an invoice in a form satisfactory to the State no later than the twentieth (20<sup>th</sup>) working day of the month following the month in which all activities in Exhibit A-1 are completed, which identifies and requests reimbursement for authorized expenses incurred in accordance with Section 4, above. The Contractor shall ensure:
  - 5.1. The invoice is completed, signed, dated and returned to the Department.
  - 5.2. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [DCYFInvoices@dhhs.nh.gov](mailto:DCYFInvoices@dhhs.nh.gov), or invoices may be mailed to:

Department of Health and Human Services  
Division for Children Youth and Families  
Finance Administrator  
129 Pleasant Street  
Concord NH 03301
6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available.
7. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A-1, Scope of Services and in this Exhibit B-1.

*KJ*

*1/21/20*

New Hampshire Department of Health and Human Services  
Implementation Science Team Retreat  
**Exhibit B-1**

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8. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.

KJ

1/24/20