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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
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August 28, 2019

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, (vendor code 177865), Keene, NH in an amount not to exceed \$160,000.00 to build State and local capacity through the development of trauma-informed schools and community systems by creating a state-level coordinated approach to improve the safety and wellbeing of students and staff, effective upon Governor and Council approval, through September 29, 2021. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled IDEA Special Education in FY 2020 and FY 2021 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

06-56-56-562010-25040000-102-500731	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$80,000	\$80,000

EXPLANATION

This is a **sole source** cooperative project agreement because this project was originally approved for the Behavioral Health Innovation (BHI) at Antioch University New England. BHI experienced a change of fiscal agent and is now housed within Keene State College.

The purpose of this cooperative agreement is to provide New Hampshire school professionals with expert training and consultation in the full implementation of a trauma-informed organization and self-assessment, staff development, policy and practice transformation, and project evaluation. Implementing screenings for adverse events and post-traumatic symptoms, linking students with evidenced-based practices for trauma intervention, and developing approaches to increase safety and minimize critical incidents (violence at school, detentions,

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
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suspensions, etc.) which will allow the New Hampshire Department of Education to create a system that promotes optimal social, emotional, and education outcomes for all students and staff.

Services contained within this cooperative agreement were originally conducted within a contract between the State of New Hampshire and the Center for Behavioral Health Innovation housed within Antioch University. The contract was originally the result of a Request for Proposals (RFP) process that was advertised in the Manchester Union Leader on June 28th, 29th, 30th, 2016, and posted on the Department's website. There were two (2) respondents to the Request for Proposal: Center for Behavioral Health Innovation at Antioch University New England and The Southeastern Regional Educational Service Center. Of the two applicants, Center for Behavioral Health Innovation at Antioch University New England was the successful candidate based on their proposal submitted. The proposals were evaluated by the Department of Education on August 31, 2016, and the Center for Behavioral Health Innovation at Antioch University was selected. Recently, BHI experienced a change of fiscal agent and is now housed within Keene State College. In an effort to continue services as outlined within the initial contract, the Department of Education is requesting this Cooperative Project Agreement.

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. A final report will be due from the vendor upon completion of this 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

FE:TLS
Enclosures

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 9/29/2021. 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: Project GROW: Creating Trauma Sensitive Schools

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: Susan LaPanne
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College, 229 Main Street Keene, New Hampshire 03435
Phone: 603-271-4018	Phone: 603-358-2014

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: Cassie Yackley
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College, 229 Main Street Keene, New Hampshire 03435
Phone: 603-271-2295	Phone: 603-358-2114

Campus Authorized Official
Date

[Handwritten signature]
[Handwritten date]

F. Total State funds in the amount of \$160,000.00 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 Special Education-Elem/Sec. 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


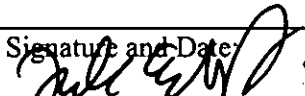
Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

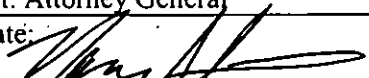
H. State has chosen **not to take** possession of equipment purchased under this Agreement.

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:	 9/3/2019	Signature and Date:  9-3-19

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: Senior Asst. Attorney General	Title:
Signature and Date:  9/3/2019	Signature and Date:


Campus Authorized Official 
Date 9/3/2019

EXHIBIT A

A. Project Title: Project GROW: Creating Trauma Sensitive Schools

B. Project Period: Upon Governor and Executive Council approval through 9/29/2021

C. Objectives: Keene State College (KSC) will provide the New Hampshire Department of Education, Office of Social & Emotional Wellness with the following services to build State and local capacity through the development of trauma-informed schools and community systems by creating a state-level coordinated approach to improve the safety and wellbeing of students and staff.

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

1. Develop and deliver effective training and consultation including the creation of materials to enhance in-person and virtual training.
2. Support implementation of trauma-sensitive systems and practices within participating LEAs.
3. Maintain a network of "trauma specialists" within and across participating LEAs who will support implementation and sustainability of practice and policy changes and can serve as a core of trainers moving forward.
4. Assist in the evaluation of staff perceived physical and emotional safety and support the development of strategies that mitigate educator burn out.
5. Assist in the design, administration, and interpretation of protocols within each district to serve as a baseline in the pre/post program evaluation.
6. Serve on work groups, advisory councils and committees as appropriate.
7. Demonstrate in his/her work a commitment to the system of care values and guiding principles.
8. Author Annual Evaluation Reports as needed.
9. Author Project Evaluation Report upon completion of the performance period.

E. Deliverables Schedule: Keene State Collage will provide ongoing support for the Project GROW: Creating Trauma Sensitive Schools project 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 in-person and virtual convening of participating LEAs. 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.

F. Budget and Invoicing Instructions:

Description of Services	FY '20	FY '21
Principal Investigator	\$67,705.00	\$67,705.00
Project Staff	\$10,645.00	\$10,645.00
Travel	\$1,250.00	\$1,250.00
Supplies	\$400.00	\$400.00
Total	\$80,000.00	\$80,000.00

Payment will be made in three installments during state fiscal year '20, invoiced by the 10th day following the end of the quarter (i.e. \$26,666.66 on October 10, 2019; \$26,666.66 on January 10, 2020; and \$26,666.68 on April 10, 2020). Payment will be made in four equal installments of \$20,000 during state fiscal year '21, invoiced by the 10th day following the end of the quarter (i.e. July 10, 2020, October 10, 2020, January 10, 2021, and April 10, 2021). Invoices shall detail a

Campus Authorized Official

Date

[Signature]
9/3/2019

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.

Submit invoices to:

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

Funding Source:

Funding for this contract is 100% Federal Funds from the account titled IDEA-Special Ed- Elem/Sec, as follows:

	<u>FY'20</u>	<u>FY'21</u>
06-56-56-562010-25040000-102-500731		
Contracts for Program Services	\$80,000	\$80,000

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

[Signature]
01/13/07