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STATE OF NEW HAMPSHIRE

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DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301-3857
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Jeffrey A. Meyers
Commissioner

Christine L. Santaniello
Director

May 16, 2019

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 of Economic & Housing Stability to exercise a renewal option and amend an existing contract with Granite State College (Vendor #161782-B001), 25 Hall Street, Concord, NH 03301, by increasing the price limitation by \$1,050,000, from \$600,000 to an amount not to exceed \$1,650,000 to continue administering the tuition assistance program for Child Care Teachers and Directors of Child Care Programs for Young Children; and extend the Completion Date from June 30, 2019 to June 30, 2023, effective upon Governor and Executive Council approval.

This agreement was originally approved by Governor and Executive Council on, May 17, 2017, Item #15. 100% Federal Funds.

Funds are anticipated to be available in the following account for State Fiscal Year (SFY) 2020, SFY 2021, SFY 2022, and SFY 2023, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD DEVELOPMENT QUALITY ASSURANCE

SFY	Class/ Account	Class Title	Activity Code	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svs	42117805	\$300,000	\$-0-	\$300,000
2019	102-500731	Contracts for Prog Svs	42117805	\$300,000	\$-0-	\$300,000
2020	102-500731	Contracts for Prog Svs	42117805	\$-0-	\$300,000	\$300,000
2021	102-500731	Contracts for Prog Svs	42117805	\$-0-	\$250,000	\$250,000
2022	102-500731	Contracts for Prog Svs	42117805	\$-0-	\$250,000	\$250,000
2023	102-500731	Contracts for Prog Svs	42117805	\$-0-	\$250,000	\$250,000
			Total:	\$600,000	\$1,050,000	\$1,650,000

EXPLANATION

The purpose of this agreement is for the administration of tuition assistance for early childhood education college courses to qualified students.

The Department provides tuition assistance toward an associate's degree or bachelor's degree in order to increase the qualifications of child care teachers and directors. Child care teacher qualifications are associated with improvements in children's readiness for kindergarten. The Department is investing in this tuition assistance program to increase children's school achievement as well as the cognitive and behavioral skills that are associated with successful school experiences.

Tuition assistance will serve child care teachers or directors throughout New Hampshire by providing a mixture of classroom-based and online early childhood education courses. Classroom-based courses shall be presented in a variety of regional locations to:

- Child care teachers currently employed for a minimum of 20 hours per week in a licensed New Hampshire child care program serving children of any age between 6 weeks through 5 years.
- Child care directors currently employed for a minimum of 30 hours per week in a licensed New Hampshire child care program serving children of any age between 6 weeks through 5 years.

Granite State College was selected for this project through a competitive bid process.

As referenced in the Request for Proposals and in Exhibit A to the Cooperative Project Agreement, this Agreement has the option to extend for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. The Division is exercising this renewal option.

The Contractor successfully fulfilled and achieved the deliverables in the original contract. This amendment will ensure the continued assistance for child care teachers and directors to further their education. The early childhood work force has been impacted by the low unemployment rate in New Hampshire. There is a shortage of qualified early childhood teachers and directors. This tuition assistance helps with retention and allows child care program staff, to afford to further their education in the early childhood field. Research has indicated that a well educated early childhood workforce helps improve the quality of care and education offered to New Hampshire's youngest citizens.

The following performance measures will be used to measure the effectiveness of the amendment agreement:

- At least 75% of the funding awarded shall be used directly for tuition assistance to child care teachers and directors.
- Child care teachers and directors, statewide, will have access to a wide array of early childhood education college courses that improve their knowledge for teaching young children, as indicated by the geographic and enrollment distribution in the Contractor's required reports.
- Child care teachers with knowledge and skills for teaching young children will continue working in child care programs.

- Three (3) months after the completion of the course, the Contractor shall, survey course completers (with a minimum of a ten percent (10%) response rate) to determine whether they are continuing to work in child care programs at their current or a higher level position.

Should the Governor and Executive Council not approve this request, the quality of care offered to young children and the education of the child care workforce may diminish. Additionally, the State would not meet the federal requirement to spend a minimum of twelve percent (12%) of the Child Care Development Funding that supports the New Hampshire Child Care Scholarship Program on Quality Activities. Of the twelve percent (12%) spending requirement, a minimum of three percent (3%) must be spent on Infant/Toddler Activities. The tuition assistance program for Child Care Teachers and Directors of Child Care Programs for Young Children helps meet both of these requirements. Also, should this request not be approved, the New Hampshire Child Care Scholarship Program may be negatively impacted, potentially causing financial hardship for families dependent on subsidized child care to remain employed, attend a training/education program, or participate in job search activities.

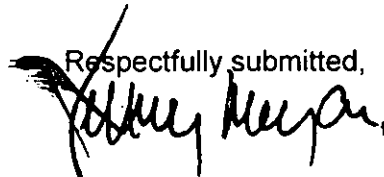
For the summer of 2017 through winter of 2019, there were 766 awards made through this contract. These awards represent the number of courses that were successfully completed during the first two (2) years of the grant.

Area Served: Statewide

Source of Funds: 100% Federal Funds.

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

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

AMENDMENT #1 to
COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**
and the
Granite State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on 5/17/17, item # 15, for the Project titled “**Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children,**” Campus Project Director, **Lisa Shawney**, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date, at no additional cost to the State.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other: Extend the Project Agreement, Project Period end date, add Scope of Work and provide additional funding from the State.

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of _____ with _____ and/or USNH campus from N/A to N/A.
- Article B. is revised to replace the Project End Date of 6/30/19 with the revised Project End Date of 6/30/23, and Exhibit A, article B is revised to replace the Project Period of 7/1/2017 – 6/30/2019 with 7/1/19 – 6/30/2023.
- Article C. is amended to expand Exhibit A by including the proposal titled, “N/A,” dated N/A.
- Article D. is amended to change the State Project Administrator to N/A and/or the Campus Project Administrator to N/A.
- Article E. is amended to change the State Project Director to N/A and/or the Campus Project Director to N/A.
- Article F. is amended to add funds in the amount of **\$1,050,000** and will read:

Total State funds in the amount of **\$1,650,000** 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.
- Article F. is amended to change the cost share requirement and will read:

Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:

Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. **Child Care Development Block Grant** from **US Department of Health and Human Services, Administration for Children and Families** under

CFDA# **CFDA# 93.596**. 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 **revised** Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

- Article G. is exercised to amend Article(s) N/A of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, as follows:

Article is amended in its entirety to read as follows:
Article is amended in its entirety to read as follows:

- Article H. is amended such that:

- 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.

- Exhibit A is amended as attached.
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

This Amendment, all previous Amendments, the Cooperative Project Agreement, and the Master Agreement constitute the entire agreement between State and Campus regarding the Cooperative Project Agreement, and supersede and replace any previously existing arrangements, oral and written; further changes herein must be made by written amendment and executed for the parties by their authorized officials.

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #** to the Cooperative Project Agreement.

By An Authorized Official of:

Granite State College

Name: Lisa Shawney

Title: VPI/CEO

Signature and Date: [Signature] 5/15/19

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

Name: [Signature]

Title: Sr. Asst. Atty General

Signature and Date: [Signature] 5/21/19

By An Authorized Official of:

NH Department of Health and Human Svcs

Name: Christine L. Santaniello

Title: Director

Signature and Date: [Signature]

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

Name: [Signature]

Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children
- B. Project Period:** is amended to end June 30, 2023
- C. Objectives:** To extend the contract period, add scope of work and additional funding to continue to provide tuition assistance to child care teachers and directors throughout New Hampshire by providing a mixture of classroom-based and online early childhood education courses.
- D. Scope of Work:** See attached Exhibit A-Amendment #1
- E. Deliverables Schedule:**
- F. Budget and Invoicing Instructions:**
1. Add Exhibit B-3 Amendment #1 Budget Worksheet (SFY 2020)
 2. Add Exhibit B-4 Amendment #1 Budget Worksheet (SFY 2021)
 3. Add Exhibit B-5 Amendment #1 Budget Worksheet (SFY 2022)
 4. Add Exhibit B-6 Amendment #1 Budget Worksheet (SFY 2023)



**New Hampshire Department of Health and Human Services
Tuition Assistance for Child Care Teachers and
Directors of Child Care Programs for Young Children**

Exhibit A – Amendment #1

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. Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY's 2020-2021, 2021-2022, and 2022-2023 biennia.
- 1.4. The Contractor shall ensure that funds are not used to subcontract services or purchase food.
- 1.5. The Contractor shall ensure that all administration of tuition assistance complies with all the requirements of the Statement of Work, as well as Federal Funding requirements.
- 1.6. Child care teacher and director qualifications are measured by the Department through professional credentials in the New Hampshire Early Childhood Professional Development System.

2. Scope of Services

- 2.1. The Contractor shall provide for all aspects of the New Hampshire DHHS Tuition Assistance for Child Care Teachers and Directors of Young Children Program and support the goals and objectives of the Program. The Contractor shall ensure tuition assistance for college courses in early childhood education:
 - 2.1.1. Applies towards an associate's degree or a bachelor's degree;
 - 2.1.2. Must be available through at least:

YB
Date 5/15/19



**New Hampshire Department of Health and Human Services
Tuition Assistance for Child Care Teachers and
Directors of Child Care Programs for Young Children**

Exhibit A – Amendment #1

- 2.1.2.1. One (1) regionally accredited institution that grants associate's degrees in early childhood education; and
- 2.1.2.2. One (1) regionally accredited institution that grants bachelor's degrees in early childhood education.
- 2.2. The Contractor shall ensure that all faculty, who are teaching early childhood education courses funded through this grant, hold the Department's Master Professional Early Childhood Credential with the Faculty endorsement. Candidates for faculty positions can apply for this credential through the Department.
- 2.3. The Contractor shall provide the opportunity for early childhood teacher applicants, who are currently employed for a minimum of twenty (20) hours per week in a licensed New Hampshire child care program, serving children of any age between six (6) weeks through five (5) years, and director applicants, who are currently employed for a minimum of thirty (30) hours per week, in a licensed New Hampshire child care program, serving children of any age between six (6) weeks through five (5) years, to increase their knowledge base through college level courses. These courses shall incorporate subject matter which includes, but is not limited to:
 - 2.3.1. Teaching infants and toddlers;
 - 2.3.2. Young children with special needs;
 - 2.3.3. Young children exhibiting challenging behaviors using positive behavior guidance strategies.
- 2.4. The Contractor shall ensure opportunities described in Section 2.3, above are available to individuals who:
 - 2.4.1. Are currently employed for a minimum of twenty (20) hours per week in a licensed New Hampshire child care program;
 - 2.4.2. Are serving children of any age between six (6) weeks through five (5) years;
 - 2.4.3. May be director applicants, who are currently employed for a minimum of thirty (30) hours per week, who:
 - 2.4.3.1. Are currently employed, in a licensed New Hampshire child care program; and
 - 2.4.3.2. Are currently serving children of any age between six (6) weeks through five (5) years.
- 2.5. Applicants for tuition assistance, for those specific courses identified in Paragraph 2.3, who successfully complete the coursework for those courses, shall receive full tuition assistance, which includes one hundred percent (100%) of the tuition cost.



**New Hampshire Department of Health and Human Services
Tuition Assistance for Child Care Teachers and
Directors of Child Care Programs for Young Children**

Exhibit A – Amendment #1

- 2.6. The Contractor shall provide full tuition assistance, which includes one hundred percent (100%) of the tuition cost for a child care teacher's or director's first course, once the course is successfully completed.
- 2.7. The Contractor shall provide partial tuition assistance, to individuals who successfully complete each subsequent early childhood course. This limitation does not apply to those courses identified in section 2.3.
- 2.8. The Contractor shall ensure the courses offered to participants are compliant with the requirements of Child Care Licensing rules (He-C 4002) that requires teachers and directors to have a minimum of three (3) college course credits in child growth and development. This course content is a requirement for most levels of the New Hampshire Early Childhood Professional Credential.
- 2.9. The Contractor shall ensure that eligible child care teachers without a bachelor's degree, who are applying for tuition assistance for the purpose of enrolling in a child growth and development course receive the highest priority in the awarding of tuition assistance.
- 2.10. The Contractor shall comply with New Hampshire State Law Revised Statutes Annotated (RSA) 170-E-7, if applicable.
- 2.11. The Contractor shall offer a range and continuum of early childhood education college courses that reflect the New Hampshire state core knowledge areas. The Contractor shall:
 - 2.11.1. Demonstrate the capacity to articulate to applicants the New Hampshire Professional Development System, including the early childhood professional credential and the New Hampshire Professional Registry;
 - 2.11.2. Share information and materials about the System with applicants, as applicable;
 - 2.11.3. Document that information in Paragraph 2.11.2 has been shared with applicants;
 - 2.11.4. Ensure the coursework includes references to the New Hampshire Early Learning Standards as appropriate.
- 2.12. The Contractor shall provide tuition assistance in an amount not greater than the least expensive course, which is the same or comparable course, offered at any two (2) or four (4) year institution in New Hampshire.
- 2.13. The Contractor shall make corrective actions as advised by the Department if services are not found to be in compliance.



**New Hampshire Department of Health and Human Services
Tuition Assistance for Child Care Teachers and
Directors of Child Care Programs for Young Children**

Exhibit A – Amendment #1

2.14. The Contractor shall allow periodic reviews of the systems of governance, administration, and clinical and financial management in order to assure systems are adequate to provide the contracted services. Reviews shall include records in effort to measure compliance.

3. Reporting

- 3.1. The Contractor shall submit quarterly reports electronically, which shall be due forty-five (45) days following the end of each term, and in a format provided by the Department that include but are not limited to:
 - 3.1.1. The number of successful completers, by course and term, for both high-priority and other ECE courses, and to include amounts awarded;
 - 3.1.2. The participants by geographic distribution, counting online students by the geographic location of their residence;
 - 3.1.3. A summary of full and partial scholarship awards by term;
 - 3.1.4. Student status data, which shall include the number of:
 - 3.1.4.1. Grants awarded to grantees that did not complete courses successfully;
 - 3.1.4.2. First time students;
 - 3.1.4.3. Number informed about licensing;
 - 3.1.4.4. Number informed about credentialing; and
 - 3.1.4.5. Summary and highlights from Grant Coordinators' reports.
- 3.2. The Contractor shall meet with the Department as requested, in person, after the submission of each quarterly report.
- 3.3. The Contractor shall compile an annual report at the end of each fiscal year. The report shall be due by the 15th of the month following the end of each state fiscal year.
- 3.4. The Contractor shall maintain detailed supporting documentation for these reports, which shall be available to the Department for review upon request, and shall be retained for up to seven (7) years of the contract completion date.
- 3.5. The Contractor shall report the number of child care teachers, who have successfully completed college coursework, designed to increase their knowledge in infant and toddler education, teaching young children with special needs, and teaching young children exhibiting challenging behaviors using positive behavior guidance strategies.

[Handwritten Signature]
3/15/19



**New Hampshire Department of Health and Human Services
Tuition Assistance for Child Care Teachers and
Directors of Child Care Programs for Young Children**

Exhibit A – Amendment #1

3.6. The Contractor shall report the number of child care directors who have successfully completed college coursework designed to increase their knowledge in program administration, including topics on improving the quality of early learning and development experiences provided to young children in compliance with local, State and Federal laws is achieved, and financial sustainability of their program.

4. Performance Measures

4.1. The Department's anticipated outcomes for the Tuition Assistance Program include the following:

4.1.1. At least 75% of the funding awarded shall be used directly for tuition assistance to child care teachers and directors.

4.1.2. Child care teachers and directors, statewide, will have access to a wide array of early childhood education college courses that improve their knowledge for teaching young children, as indicated by the geographic and enrollment distribution in the Contractor's required reports;

4.1.3. Child care teachers with knowledge and skills for teaching young children will continue working in child care programs. Three (3) months after the completion of the course, the Contractor shall survey course completers (with a minimum of a ten percent (10%) response rate) to determine whether they are continuing to work in child care programs at their current or higher level position.

YB
3/15/19

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD										
Instructions: Fill out the Direct/Indirect columns only for both Contractor/Share and Funded by DHHS. Everything else will automatically populate.										
Contractor name: Granite State College										
Budget Request for: Tuition Assistance Program for Child Care Teachers and Directors of Child Care Programs for Young Children										
Budget Period: SFY 2020										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	\$ 27,800.00	\$ -	\$ 27,800.00	\$ -	\$ -	\$ -	\$ 27,600.00	\$ -	\$ 27,600.00	
2. Employee Benefits	\$ 2,318.00	\$ -	\$ 2,318.00	\$ -	\$ -	\$ -	\$ 2,318.00	\$ -	\$ 2,318.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00	
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13. Other (Credentialing Fee):	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00	
14. Financial Aid	\$ 302,172.00	\$ -	\$ 302,172.00	\$ 34,240.00	\$ -	\$ 34,240.00	\$ 267,932.00	\$ -	\$ 267,932.00	
15. Waived F & A	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ -	\$ -	
TOTAL	\$ 334,240.00	\$ 16,560.00	\$ 350,800.00	\$ 34,240.00	\$ 16,560.00	\$ 50,800.00	\$ 300,000.00	\$ -	\$ 300,000.00	

Indirect As A Percent of Direct

5.0%

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Instructions: Fill out the Direct/Indirect columns only for both Contractor/Share and funded by DHHS. Everything else will automatically populate.

Contractor name: Granite State College

Budget Request for: Tuition Assistance Program for Child Care Teachers and Directors of Child Care Programs for Young Children

Budget Period: SFY 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 27,600.00	\$ -	\$ 27,600.00	\$ -	\$ -	\$ -	\$ 27,600.00	\$ -	\$ 27,600.00
2. Employee Benefits	\$ 2,318.00	\$ -	\$ 2,318.00	\$ -	\$ -	\$ -	\$ 2,318.00	\$ -	\$ 2,318.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (Credentialing Fee):	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
14. Financial Aid	\$ 245,022.00	\$ -	\$ 245,022.00	\$ 25,690.00	\$ -	\$ 25,690.00	\$ 219,332.00	\$ -	\$ 219,332.00
15. Waived F & A	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ -	\$ -
TOTAL	\$ 275,690.00	\$ 16,560.00	\$ 292,250.00	\$ 25,690.00	\$ 16,560.00	\$ 42,250.00	\$ 250,000.00	\$ -	\$ 250,000.00

Indirect As A Percent of Direct

6.0%

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Instructions: Fill out the Direct/Indirect columns only for both Contractor/Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: Granite State College

Budget Request for: Tuition Assistance Program for Child Care Teachers and Directors of Child Care Programs for Young Children

Budget Period: SFY 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 27,600.00	\$ -	\$ 27,600.00	\$ -	\$ -	\$ -	\$ 27,600.00	\$ -	\$ 27,600.00
2. Employee Benefits	\$ 2,318.00	\$ -	\$ 2,318.00	\$ -	\$ -	\$ -	\$ 2,318.00	\$ -	\$ 2,318.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (Credentialing Fee):	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
14. Financial Aid	\$ 244,122.00	\$ -	\$ 244,122.00	\$ 25,690.00	\$ -	\$ 25,690.00	\$ 218,432.00	\$ -	\$ 218,432.00
15. Waived F & A	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ -	\$ -
TOTAL	\$ 275,690.00	\$ 16,560.00	\$ 292,250.00	\$ 25,690.00	\$ 16,560.00	\$ 42,250.00	\$ 250,000.00	\$ -	\$ 250,000.00

Indirect As A Percent of Direct

6.0%

[Handwritten Signature]
1/15/19

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Instructions: Fill out the Direct/Indirect columns only for both Contractor/Share and Funded by DHHS. Everything else will automatically populate.

Contractor name Granite State College

Budget Request for: Tuition Assistance Program for Child Care Teachers and Directors of Child Care Programs for Young Children

Budget Period: SFY 2023

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 27,600.00	\$ -	\$ 27,600.00	\$ -	\$ -	\$ -	\$ 27,600.00	\$ -	\$ 27,600.00
2. Employee Benefits	\$ 2,318.00	\$ -	\$ 2,318.00	\$ -	\$ -	\$ -	\$ 2,318.00	\$ -	\$ 2,318.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (Credentialing Fee):	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
14. Financial Aid	\$ 245,022.00	\$ -	\$ 245,022.00	\$ 25,690.00	\$ -	\$ 25,690.00	\$ 219,332.00	\$ -	\$ 219,332.00
15. Waived F & A	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ 16,560.00	\$ 16,560.00	\$ -	\$ 16,560.00	\$ -
TOTAL	\$ 275,690.00	\$ 16,560.00	\$ 292,250.00	\$ 25,690.00	\$ 16,560.00	\$ 42,250.00	\$ 250,000.00	\$ -	\$ 250,000.00

Indirect As A Percent of Direct

6.0%

Contractor Initials *[Signature]*
Date *8/15/19*



Jeffrey A. Meyers
Commissioner
Maureen U. Ryan
Interim Director

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

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

*GD&C Approved 15
Item # max
May 17, 2017*

April 19, 2017

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 an agreement with Granite State College (Vendor #161782-B001), 25 Hall Street, Concord, NH 03301 to administer a tuition assistance program for Child Care Teachers and Directors of Child Care Programs for Young Children, in an amount not to exceed \$600,000, effective July 1, 2017 or upon Governor and Executive Council approval, whichever is later through June 30, 2019. 100% Federal Funds.

Funds to support this request are anticipated to be available in the following account(s) in State Fiscal Year 2018 and State Fiscal Year 2019, 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 without Governor and Executive Council approval, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD DEVELOPMENT QUALITY ASSURANCE

SFY	Class	Title	Activity Code	Budget
2018	102-500731	Contracts for Program Services	42117805	\$300,000
2019	102-500731	Contracts for Program Services	42117805	\$300,000
			Total:	\$600,000

EXPLANATION

The purpose of this agreement is for the administration of tuition assistance for early childhood education college courses to qualified students.

The Department provides tuition assistance toward an associate's degree or bachelor's degree in order to increase the qualification of child care teachers and directors. Child care teacher qualifications are associated with improvements in children's readiness for kindergarten. The Department is investing in this tuition assistance program to increase children's school achievement as well as the cognitive and behavioral skills that are associated with successful school experiences.

Tuition assistance will serve child care teachers or directors throughout New Hampshire by providing a mixture of classroom-based and online early childhood education courses. Classroom-based courses shall be presented in a variety of regional locations to:

- Child care teachers currently employed for a minimum of 20 hours per week in a licensed New Hampshire child care program serving children of any age between 6 weeks through 5 years.
- Child care directors currently employed for a minimum of 30 hours per week in a licensed New Hampshire child care program serving children of any age between 6 weeks through 5 years.

On November 3, 2016 the Department of Health and Human Services issued a Request for Proposals to solicit proposals to administer a tuition assistance program for child care teachers and directors of child care programs for young children. The Request for Proposals was available on the Department's website from November 3, 2016 through January 5, 2017. One proposal was received.

A team of individuals with program expertise reviewed the proposal. Granite State College was selected as the vendor. A bid summary is attached.

This agreement contains language which reserves the right to extend contracted services for up to four additional years, contingent upon satisfactory performance, continued funding, and Governor and Executive Council approval.

Should the Governor and Executive Council not approve this request, the quality of care offered to young children and the education of the child care workforce may diminish. Additionally, the State would not meet the federal requirement for the New Hampshire Child Care Scholarship Program causing financial hardship for families dependent on subsidized child care to remain employed, attend a training/education program, or participate in job search activities.

Area Served: Statewide

Source of Funds: 100% Federal Funds.

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

Maureen U. Ryan
Director.

Approved by:


Jeffrey A. Meyers
Commissioner



**New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet**

Tuition Assistance for Child Care Teachers and
Directors of Child
Care Programs for Young Children

RFP-2018-DCYF-02-TUITI

RFP Name

RFP Number

Reviewer Names

Bidder Name

1.	<u>Granite State College</u>
2.	<u>0</u>
3.	<u>0</u>
4.	<u>0</u>

Pass/Fail	Maximum Points	Actual Points
	195	169
	195	0
	195	0
	195	0

1. Kristin Booth, Director of Residentl & Institutnl Child Devel DCYF, TECH
2. Claudette Mallory, Child Care Prog Imprvmt Spclst, TECH
3. Krisha Dubreuil, Prog Spclst II DCYF Child Development, Tech
4. Jaime Calcagni, Prog Spclst II DCYF Child Development, Tech
5. Maureen Burke, Prog Spclst IV DCYF Child Devel,COST
6. Rebecca Lorden, Admin, Bureau of Child Protect&Juvenile Justice,COST

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Health and Human Services

and the

Granite 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 Health and Human Services, (hereinafter "State"), and the University System of New Hampshire, acting through Granite 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 6/30/19. 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: Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children

- 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: Claudette Mallory
Address: 129 Pleasant Street
Concord, NH 03301

Phone: 603-271-8167

Campus Project Administrator

Name: Lisa Shawneer
Address: Granite State College
25 Hall St
Concord, NH 03301

Phone: 603.513.1335

- 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: Claudette Mallory
Address: 129 Pleasant Street
Concord, NH 03301

Phone: 603-271-8167

Campus Project Director

Name: Dr. Nick Marks
Address: Granite State College
25 Hall St
Concord, NH 03301

Phone: 603.892.4851

F. Total State funds in the amount of \$600,000 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 under CFDA# 93.596. 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~~

Granite State College

Name: Lisa Shawney

Title: VP/CEO

Signature and Date: Shawney 4/18/17

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

Name: Megan A. Yapel

Title: Attorney

Signature and Date: Yapel 5/3/17

By An Authorized Official of:

Department of Health and Human Services

Name: Maureen U. Ryan

Title: Director

Signature and Date: Moultou 4/20/17

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

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children

B. Project Period: July 1, 2017 through June 30, 2019

The Department reserves the right to extend contracted services for up to four (4) additional years, contingent upon satisfactory performance, continued funding, and Governor and Executive Council approval.

C. Objectives: To provide tuition assistance to child care teachers and directors throughout New Hampshire by providing a mixture of classroom-based and online early childhood education courses.

D. Scope of Work: See Attached Exhibit A-1

E. Deliverables Schedule:

F. Budget and Invoicing Instructions:

See Exhibit B-1

G. Other:

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



Exhibit A

Scope of Services

1. PROVISIONS APPLICABLE TO ALL SERVICES

- 1.1 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.
- 1.2 The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services, operations prevention, acquisition, or rehabilitation. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.
- 1.3 The Contractor will submit a detailed description of the language assistance service 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.
- 1.4 The Contractor shall ensure that funds shall not be used to subcontract services or purchase food.
- 1.5 The Contractor shall ensure that all administration of tuition assistance complies with all of the requirements of the Statement of Work as well as Federal Funding requirements.

2. Statement of Work

- 2.1 The contractor shall provide for all aspects of the New Hampshire DHHS Tuition Assistance for Child Care Teachers and Directors of Young Children program and support the goals and objectives of the Program.
 - 2.1.1 Tuition assistance for college courses in early childhood education which will apply towards an associate's degree or a bachelor's degree must be available through at least one regionally accredited institution that grants associates degrees in early childhood education and one regionally accredited institution that grants bachelor degrees in early childhood education.
- 2.2 The Contractor shall ensure that all faculty who are teaching early childhood education courses funded through this grant hold the CDB Master Professional Early Childhood Credential with the Faculty endorsement. Candidates for faculty positions can apply for this credential through the CDB.
- 2.3 The Contractor shall increase the number of child care teachers and directors who have developed knowledge and skills to teach infants and toddlers, young children with special needs, and children exhibiting challenging behaviors, using positive behavior guidance strategies. Tuition assistance for those specific



Exhibit A

- courses shall receive 100% of the tuition cost (full tuition assistance) for individuals who successfully complete the required coursework.
- 2.4 The Contractor shall provide partial tuition assistance after the completion of the first course by a child care teacher or director for individuals who successfully complete the required coursework. A child care teacher's-or director's first course is funded at 100% of the tuition cost (full tuition assistance) for individuals who successfully complete the course.
 - 2.5 The Contractor shall ensure the compliance with the requirements of Child Care Licensing (He-C 4002) which requires teachers and directors to have a minimum of three (3) college course credits in Child Growth and Development. It is also a requirement for most levels of the New Hampshire Early Childhood Professional Credential which can be located at:
http://www.dhhs.nh.gov/dcyf/cdb/documents/nh_early_childhood_profdev_oct2015.pdf
 - 2.6 The Contractor shall ensure that eligible child care teachers without a bachelor degree applying for tuition assistance for the purpose of enrolling in a Child Growth and Development course shall receive the highest priority in the award of tuition assistance.
 - 2.7 Contractor must comply with New Hampshire State Law RSA 170-E-7, if applicable.
 - 2.8 The Contractor shall offer a range and continuum of early childhood education college courses that reflect the New Hampshire state core knowledge areas.
 - 2.9 The Contractor shall ensure the understanding of the New Hampshire Professional Development System, including the early childhood professional credential and the New Hampshire Professional Registry. The CDB measures child care teacher and director qualifications through professional credentials in the New Hampshire Early Childhood Professional Development System. The Contractor shall also ensure the coursework includes references to the New Hampshire Early Learning Standards as appropriate.
 - 2.10 The Contractor shall provide tuition assistance based on the full or part tuition cost at the least expensive New Hampshire two-year and four-year institution of higher education for more than one two-year and/or more than one four-year institution of higher education.

3. Reporting Requirements

- 3.1 The Contractor shall provide quarterly reports with a focus on program planning and next steps which shall include but not limited to:
 - 3.1.1 The number of successful completers by course and term for both high-priority and other ECE courses to include amounts awarded;
 - 3.1.2 The participants by geographic distribution, counting online student by the geographic location of their residence;
 - 3.1.3 A Summary of full and partial scholarship awards by term;



Exhibit A

3.1.4 Student status data, including number awarded grants but non-completers; first time students; number informed about licensing; number informed about credentialing; and

3.1.5 Summary and highlights from Grant Coordinators' reports.

4. Performance Measures

4.1 The following include the Department's anticipated outcomes for the Tuition Assistance Program:

4.1.1 At least 75% of the funding awarded through this RFP shall be used directly for tuition assistance to child care teachers and directors.

4.1.2 Child care teachers and directors throughout the state will have access to early childhood education college courses that meet their needs and improve their knowledge and skills for teaching young children.

4.1.3 Child care teachers with adequate knowledge and skills for teaching young children will continue working in child care programs.

4.1.4 Child care programs will be able to hire and retain child care teachers that provide early education and care to young children that support healthy learning and development and that prepare young children for kindergarten.

4.1.5 Young children in child care programs will have early education and development experiences that support their early learning and development and prepare them for kindergarten.

4.1.6 There will be an increase in the number of child care teachers who have adequate knowledge and skills in infant and toddler education, teaching young children with special needs, and teaching young children exhibiting challenging behaviors using positive behavior guidance strategies.

4.1.7 There will be an increase in the number of child care directors who have sufficient knowledge and skills to assure adequate quality of early learning and development experiences are provided to young children, compliance with local, State and Federal laws is achieved, and their child care program is financially sustainable.

**Exhibit B-1
Budget**

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Granite State College / Early Childhood Tutoring Assistance

Budget Request for: RFP 2018-DC17-03-TUFT Tutoring Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children
(Name of RFP)

Budget Period: July 1, 2017 - June 30, 2018

Line Item	Total Program Cost			Contractor Share / Match			Funded by DSHS counterpart share		
	Discret Incremental	Indirect Fixed	Total	Discret Incremental	Indirect Fixed	Total	Discret Incremental	Indirect Fixed	Total
1 Total Salary/Wages	27,800.00		27,800.00				27,800.00		27,800.00
2 Employee Benefits	2,250.00		2,250.00				2,250.00		2,250.00
3 Consultants									
4 Equipment									
5 Rental									
6 Repair and Maintenance									
7 Purchase/Depreciation									
8 Supplies									
9 Postage									
10 Printing									
11 Office	100.00		100.00				100.00		100.00
12 Travel	1,000.00		1,000.00				1,000.00		1,000.00
13 Office Expenses									
14 Telephone	600.00		600.00				600.00		600.00
15 Postage									
16 Subscriptions									
17 Audit and Legal									
18 Insurance									
19 Board Expenses									
20 Software									
21 Marketing/Communications									
22 Staff Education and Training									
23 Scholarships/Grants									
24 Other (state if state-mandated)									
25 CTA Scholarships	317,600.00		317,600.00	30,000.00		30,000.00	307,600.00		317,600.00
26 License Fee/ Credential Application	500.00		500.00				500.00		500.00
27 Printing 400 CTA Copies	800.00		800.00				800.00		800.00
TOTAL	328,950.00		328,950.00	30,800.00		30,800.00	308,150.00		328,950.00

Indirect As A Percent of Direct

0%

Handwritten:
4/18/17

**Exhibit B-1
Budget**

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Granite State College / Early Childhood Talent Assistance

Budget Request for: RFP 2018-DCYF-02: Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children
State of NH

Budget Period: July 1, 2018 - June 30, 2019

Line Item	Total Program Cost			Contractor Share / M&A			Funded by DPHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1 Total Salary/Wages	27,600.00		27,600.00				27,600.00		27,600.00
2 Employee Benefits	2,290.00		2,290.00				2,290.00		2,290.00
3 Contingents									
4 Equipment									
Rental									
Repair and Maintenance									
Purchase/Depreciation									
5 Supplies									
Educational									
Lab									
Pharmacy									
Medical									
Office	100.00		100.00				100.00		100.00
6 Travel	1,000.00		1,000.00				1,000.00		1,000.00
7 Occupancy									
8 Curricula Expenses									
Telephone	600.00		600.00				600.00		600.00
Postage									
Subscriptions									
Audit and Legal									
Insurance									
Bond Expenses									
9 Software									
10 Mail/Fax/Communications									
11 Staff Education and Training									
12 Subcontract/Agreements									
13 Other (EQUIP, TRAVEL, M&A, etc.)									
ECTA Subsidies	317,809.70		317,809.70	30,800.00		30,800.00	287,009.70		287,009.70
License Initial Credential Application	500.00		500.00				500.00		500.00
Printing 400 ECTA Cards	900.00		900.00				900.00		900.00
TOTAL	350,809.00		350,809.00	34,900.00		34,900.00	315,909.00		315,909.00

Indirect As A Percent of Direct

0%

Handwritten signature and date: 2/18/17