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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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June 7, 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 \$ 483,286.64 to work in partnership with the NH Department Of Education, (NHDOE) to provide external evaluation services of the System of Care (SOC), effective upon Governor and Executive Council approval through September 29, 2020
100% Federal funds.

Funds to support this request are anticipated to be available in the account titled System of Care Grant.

06-56-56-562010-50600000-072-509073
Grants – Federal

FY'20
\$413,926.42

06-56-56-562010-50600000-072-509073
Grants – Federal

FY'21
\$69,360.22

EXPLANATION

The purpose of this cooperative agreement is to improve mental health outcomes for children and youth (birth to 21 years of age) with serious emotional disturbances (SED) and their families. This program will support the wide scale operation, expansion and integration of system of care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC will support the provisions of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

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And the Honorable Council

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Services contained within this cooperative agreement were originally conducted within a **sole source** contract between the State of New Hampshire and the Center for Behavioral Health Innovation housed within Antioch University. The contract was originally sole sourced, due to the federal grant requirement that the agency identify an external evaluator and name an Evaluation Task Lead prior to submitting the application. A Request for Letter of Commitment (RFC) was advertised on the Bureau of Student Wellness Website: www.nhstudentwellness.org; and the Department Of Education website ~ Office of Student Wellness, on March 23 through March 31, 2016. The Office of Student Wellness only received one request which was submitted by the Center for Behavioral Health Innovation (BHI). Recently, BHI experienced a change of fiscal agent and is now housed within Keene State College. In an effort to continue evaluation services as approved within our federal grant application, the Department of Education is requesting this Cooperative Program 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 9/29/2020. 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: System of Care Sustainability and Expansion Grant

D. The following individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator	Campus Project Administrator
Name: Michelle Myler	Name: 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: James Fauth
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 6-13-2019

F. Total State funds in the amount of \$483,286.64 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. SM-16-009 from Department of Health and Human Services, Substance Abuse Services Administration under CFDA# 93.104. 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:

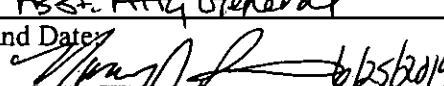
H. State has chosen **not to take** possession of equipment purchased under this Agreement.

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:	 4/13/2019	Signature and Date:  6.20.19

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: <i>Nancy J. Smith</i>	Name:
Title: <i>Sr Asst. Atty General</i>	Title:
Signature and Date:  6/25/2019	Signature and Date:

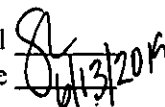
Campus Authorized Official 
Date 6/13/2019

EXHIBIT A

A. Project Title: System of Care Sustainability and Expansion Grant

B. Project Period: Upon Governor and Executive Council approval through 9/29/2020

C. Objectives: Keene State College (KSC) will provide the New Hampshire Department of Education, Office of Social & Emotional Wellness with the following services to support the expansion of NH's System of Care and the evaluation of the services and supports implemented by the Department of Education and within each of the seven participating LEAs.

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

Keene State Collage will provide the following services within this contract:

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

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

F. Budget and Invoicing Instructions:

Item	Description	Total Expense
Faculty Co-Lead Evaluators Dr. Megan Edwards Dr. Jim Fauth	Will dedicate a combined 30 hours/week to the project. They will be ultimately responsible for the design and implementation of the evaluation and all evaluation-related products.	\$174,531.29
Evaluation Coordinators/Data Analysts	The evaluation coordinators/data analysts will dedicate a combined total of 39 hour/week to the project. They will coordinate the evaluation, liaise with districts, manage	\$193,665.35

Campus Authorized Official _____
 Date 10-13-2019

Lisa Colby Dotson John Erdmann Johanna Wilson-White Kate Evarts	and analyze data, and supervise graduate research assistants.	
Graduate Evaluation Assistants Doctoral Clinical Psychology Students	Evaluation assistants will assist with data collection, coding, analysis, and reporting, under the supervision of staff.	\$32,200.00
Travel/Meetings	Travel for project and evaluation meetings and to meet with staff at each participating LEA. Mileage is reimbursed at the GSA approved rate. Number and frequency of trips will vary.	\$7,500.00
Instruments, Technology and Analytic Supplies See note 1 for detail	Team Observation Measure Wraparound Fidelity Index QuickBase (20 Users) Tableau BOX.com Subscription	\$1,500.00 \$1,500.00 \$25,000.00 \$3,125.00 \$5,250.00
<u>Contractual</u> NAMI NH Center for Public Policy Studies (NHCPPS)	NAMI NH will furnish dedicated specialized data analysis services. Patrick Roberts will support data collection and management and liaise with SAMSHA's data systems, a role in which he has extensive experience. NH Center for Public Policy Studies Executive Director Steve Norton is the former NH Medicaid Director, with deep knowledge of state data systems. NHCPPS will collect care utilization and expenditure data from Medicaid and project records, performance measures will include number, rate and costs associated with outpatient, emergency department, inpatient/residential, and out of district placement utilization by enrolled and not-enrolled but otherwise similar youth.	\$15,190.00 \$13,325.00

Campus Authorized Official

Date

[Signature]
6-13-2019

Consumer Raters	Stipends to youth participants/family members involved in the wrap-around services who assist in the evaluation process.	\$6,250.00
Other/Unanticipated Expenses	We anticipate that there will be a need to adapt/respond to changes in intervention strategies and/or project staff requests.	\$4,250.00
Indirect Costs	IRC Rate = 26%	
Totals		\$483,286.64

Payment will be made in four equal installments of \$96,657.33 each, invoiced by the 10th day following the end of the quarter (i.e. October 10, 2019; January 10, 2020; April 10, 2020, and July 10, 2020). The fifth and final invoice is to be submitted on October 10, 2020 in the amount of \$96,657.32. Invoices shall detail a summary of activities that have taken place in accordance with the terms of the contract. Invoice template will provided by the Office of Social & Emotional Wellness.

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

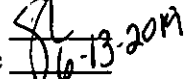
Funding Source:

Funding for this contract is 100% Federal Funds from the account titled System of Care Grant, as follows:

06-56-56-562010-50600000-072-509073	<u>FY'20</u>
Grants – Federal	\$413,926.42
06-56-56-562010-50600000-072-509073	<u>FY'21</u>
Grants – Federal	\$69,360.22
Total	<u>\$483,286.64</u>

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


Campus Authorized Official 
 Date 06-13-2019

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


06-13-2019