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Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

December 22, 2021

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

REQUESTED ACTION

Authorize the Department of Education (DOE), Bureau of Student Wellness, to enter into a **Sole Source** Cooperative Project Agreement (CPA) with Keene State College, (VC# 315187) Keene, NH in an amount not to exceed \$1,743,225 to provide external evaluation services and technical assistance for the System of Care Sustainability and Expansion Grant effective upon Governor and Council approval through August 30, 2024. 100% Federal Funds

Funds to support this request are available in the account titled System of Care Grant for FY22, and FY23, and anticipated to be available in FY24, upon the approval and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
06-56-56-562010-50600000-072-509073 Grant Federal	\$421,075	\$0	\$0
06-56-56-562010-50600000-102-500731 Contract for Program Services	\$160,000	\$0	\$0
06-56-56-562010-50600000-072-509073 Grant Federal	<u>\$0</u>	<u>\$581,075</u>	<u>\$581,075</u>
Total	\$581,075	\$581,075	\$581,075

EXPLANATION

The Department is requesting a **Sole Source** Cooperative Project Agreement with Keene State College (KSC) due to the Federal Grant requirement that the Department identify an external evaluator prior to submitting the application. The purpose of this agreement is to support the

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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expansion of New Hampshire's system of Care to each of the participating Local education Agencies (LEA's) as follows: Support LEA's with the fidelity of implementation and expansion of a multi-tiered behavioral frame-work (MTSS-B); collect and report data in an effort to meet grant requirements, and provide training and Technical Assistance to project partners.

The Behavioral Health Improvement Institute (BHII) at Keene State College 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, twice annual district-wide, and twice-annual project-wide evaluation meetings. Monthly project reports will be submitted to the Department of Education summarizing and analyzing evaluation efforts in an effort to fulfill grant requirements.

In the event that Federal Funds become unavailable, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut
Commissioner of Education



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Denis Goulet
Commissioner

December 1, 2021

Frank Edelblut, Commissioner
Department of Education
State of New Hampshire
101 Pleasant Street
Concord, NH 03301

Dear Commissioner Edelblut:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a Cooperative Project Agreement with Keene State College, (VC# 315187) Keene, NH as described below and referenced as DoIT No. 2022-068.

This Cooperative Project Agreement will provide external evaluation services and technical assistance for the System of Care Sustainability and Expansion Grant effective upon Governor and Council approval through August 30, 2024.

This CPA requests a not to exceed amount of \$1,743,225 and shall become effective upon the date of Governor and Executive Council approval through August 30, 2024.

A copy of this letter should accompany your Agency's submission to Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/RA
DoIT #2022-068
cc: Doug Shelb, DoIT - IT Lead

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 8/30/2024. 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 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, External Evaluator and Technical Assistance provider.

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: Jen Doris	Name: Karen Jensen
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: 51 College Road, Service BLDG 111A, Durham, NH 03824
Phone: 603-271-4018	Phone: 603-862-2172

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: Jen Doris	Name: Megan Phillips
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Behavioral Health Improvement Institute, Keene State College, 229 Main Street Keene, New Hampshire 03435
Phone: 603-271-4018	Phone: 802-275-8395

Campus Authorized Official KJ
Date 12/15/2021

F. Total Federal funds in the amount of \$1,743,225 subsequent years to be 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 Click here to enter text. % 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:
Click here to enter text.

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: Karen Jensen	Name: Frank Edelblut
Title: Director, Pre-Award Compliance	Title: Commissioner of Education
Signature and Date: <i>Karen Jensen</i> 12/15/2021	Signature and Date: <i>Frank Edelblut</i> 12/21/2022

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: Christopher Bond	Name:
Title: Attorney	Title:
Signature and Date: <i>Chris Bond</i> 12/21/2021	Signature and Date:

Campus Authorized Official KJ
Date 12/15/2021

EXHIBIT A

A. Project Title: System of Care (SOC) Sustainability and Expansion Grant, External Evaluator and Technical Assistance Provider

B. Project Period: Upon-Governor & Council approval through 8/30/2024

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 Local Education Agencies (LEA's).

D. Scope of Work: Keene State College (KSC) (Vendor Code 315187) shall provide:

Keene State College 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 monthly evaluation meetings with each LEA, twice annual district-wide meetings with each LEA, and two project-wide evaluation meetings with all relevant project partners, per year.
7. Develop and maintain the project database
8. Provide training and technical assistance to project partners in the area of data collection and analysis.
9. Lead and serve on work groups, advisory councils and committees as appropriate.
10. Demonstrate a commitment to the System of Care values and guiding principles.
11. Contribute to Annual Performance Reports as needed.
12. Author Project Evaluation Report upon completion of the performance period.

E. Deliverables Schedule: The Behavioral Health Improvement Institute (BHII) at Keene State College 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, twice annual district-wide, and twice-annual project-wide evaluation meetings. Monthly 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:

Campus Authorized Official KJ
Date 12/15/2021

Domain	Activities	FY22	FY23	FY24
Meetings, communication, coordination	Internal team communication along with stakeholder engagement including all project meetings, monthly core LEA meetings, LEA-wide, and project-wide meetings, others as necessary/requested, emails etc.	\$76,000	\$76,000	\$76,000
Data platform	Support development/deployment/use of data platform	\$76,000	\$76,000	\$76,000
SOC Core Measures	Work with stakeholders across the state to create a set of common SOC measures and the infrastructure to report/use the resulting data	\$20,000	\$20,000	\$20,000
Data collection, management, cleaning	Training, coaching, supporting, prompting, checking on stakeholder data collection	\$76,000	\$76,000	\$76,000
Liaise with Substance Abuse and Mental Health Services Administration (SAMHSA), SAMHSA's Performance Accountability and Reporting System (SPARS) submissions	Enter all required data into SPAR per SAMHSA specifications	\$31,000	\$31,000	\$31,000
Multi-Tiered system of support for Behavior (MTSS-B) Technical Assistance (TA) Center Development	MTSS-B Toolkit: Ongoing development and refinement of MTSS-B Toolkit TA Center development: Expansion of MTSS-B TA Center website, branding, and technical assistance, certification/recognition programs MTSS-B Framework training: annual and ongoing weekly MTSS-B framework training for MTSS-B Consultants and other project stakeholders	\$150,000	\$150,000	\$150,000
Data analysis and visualization	Manage, clean, manipulate, and provide analysis/dashboards at the case, staff, and program level; Develop and maintain dashboards of the aforementioned data; facilitate and track quality improvement efforts	\$76,000	\$76,000	\$76,000
Reporting & dissemination	Develop presentations, infographics, reports, and other evaluation deliverables at project and district levels; contribute to annual performance reports as necessary; author final project evaluation report	\$76,075	\$76,075	\$76,075
	Total budget	\$581,075	\$581,075	\$581,075

Campus Authorized Official: KJ
Date 12/15/2021

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$1,743,225.

Funding Source: Funds to support this request are available in the account titled System of Care Grant for FY22, and FY23, and anticipated to be available in FY24, upon the approval and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

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06-56-56-562010-50600000-072-509073 Grant Federal	\$0	\$581,075	\$581,075

Method of Payment: Payment will be made by monthly, invoiced to match deliverables by the 10th day of each month. Invoices shall detail a summary of activities that have taken place in accordance with the terms of the contract. Invoice template will be provided by the Office of Social & Emotional Wellness.

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

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 Uniform Guidance, 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 KJ
Date 12/15/2021