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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

June 21, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education to enter into a cooperative project agreement with the University of New Hampshire, (Vendor Code #177867) in an amount not to exceed \$9,891.00 to assist the department's E³ Teen Fathering Program in the area of Institute of Higher Education consulting, effective upon Governor and Council approval through June 30, 2017. 100% Federal Funds.

Funding is available in the account titled Teen E3 Grant as follows:

	<u>FY17</u>
06-56-56-563010-50890000-102-500731 Contracts for Program Services	\$9,891.00

2. Subject to Governor and Council approval, authorize the Department of Education to include a renewal option in this contract for up to three additional one-year terms, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.

EXPLANATION

A Request for Proposals was posted on the department website on April 1, 2016 and in the Union Leader April 5-7, 2016. The Department was seeking an organization or individual to assist the New Hampshire Department of Education's (NH DOE) E³ Teen Fathering Program in the area of Institute of Higher Education consulting. A successful applicant would provide a narrative and work plan detailing their expertise and approach to meeting the following priorities:

- Explore and establish relationships with IHEs in New Hampshire in order to institute best methods to address the needs of teen fathers
- Establish relationships between NH IHEs and the E³ Fatherhood Program, establishing procedures for enrolling fathers into IHEs and preparing them on the processes of successfully completing an advanced degree

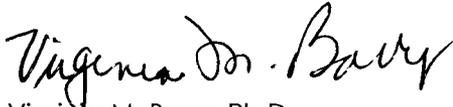
Her Excellency, Governor Margaret Wood Hassan
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June 21, 2016
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Only one proposal was received. It was reviewed and rated by the Project Director the E³ Teen Fatherhood (Richard Feistman, Ph.D.) and members of Bureau of Integrated Programs (Jane Waterhouse and Joey Nichol) using the attached scoring rubric. The team recommended this organization be brought forward for approval.

Dr. Erin Hiley Sharp, on behalf of the University of New Hampshire, will provide services as the Institute of Higher Education Consultant. Dr. Sharp holds Master's and Doctorate degrees in Human Development and Family Studies with concentrations in adolescent development and prevention science. Her research expertise focuses on adolescent out-of-school time use. She has over 15 years of hands-on experience in working with vulnerable adolescents in several different capacities. Her experience and qualifications to consult on preparation for and transition to higher education exceed the minimum requirements within the RFP.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive style with a large, stylized "V" and "B".

Virginia M. Barry, Ph.D.
Commissioner of Education

VMB:rf:emr

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Education**

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/17**. 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: **E3 Teen Fathering Program**

- 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: Richard Feistman
 Address: Bureau of Integrated Programs
101 Pleasant Street
Concord, NH 03301

Phone: 603-271-8315

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
Sponsored Programs Administration
51 College Road, Rm 116
Durham, NH 03824

Phone: 603-862-1942

- 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: Richard Feistman
 Address: Bureau of Integrated Programs
101 Pleasant Street
Concord, NH 03301

Phone: 603-271-8315

Campus Project Director

Name: Erin Sharp
 Address: University of New Hampshire
Pettee Hall, Room 213
55 College Road
Durham, NH 03824

Phone: 603-862-2146

Campus Authorized Official 
 Date 6/10/17

F. Total State funds in the amount of \$9,891 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. **6 SP1AH000037-01-01** from **US Department of Health and Human Services, Public Health Service** under CFDA# **93.500**. 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 Education** have executed this Project Agreement.

By An Authorized Official of:

University of New Hampshire

Name: ~~Karen M. Jensen~~ Louise Griffin

Title: Manager, Sponsored Programs Administration

Signature and Date:

Louise Griffin 6/10/16

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

Name: Erin McIntyre

Title: Attorney

Signature and Date:

Erin McIntyre 7/12/16

By An Authorized Official of:

Department of Education

Name: Virginia M. Barry, Ph.D.

Title: Commissioner of Education

Signature and Date:

Virginia M. Barry 6/20/16

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** E3 Teen Fathering Program
- B. Project Period:** Effective upon Governor and Council approval through June 30, 2017.
- C. Objectives:** See Scope of Work
- D. Scope of Work:** Erin Hiley Sharp, Ph.D. will provide the following services to the State:
1. Build rapport to allow a strong mentoring and advisory relationship to develop
 2. Identify the educational strengths, challenges, and goals of each E³ Teen Fathering Program participant
 3. Develop an individualized plan with each E³ Teen Fathering Program participant that specifies the steps toward either successful high school completion or to pass the high school equivalency exam (HiSET)
 4. Assist in the implementation of the individualized plans for high school completion
 5. Introduce E³ Teen Fathering Program participants to the full range of educational opportunities in New Hampshire beyond high school
 6. Develop an individualized plan with each E³ Teen Fathering Program participant focused on the steps toward enrollment in chosen advanced education
 7. Assist in the implementation of these individualized future educational plans
 8. Provide each E³ Teen Fathering Program participant mentoring regarding successful transition into higher education
- E. Deliverables Schedule:** Monthly report regarding each participant's educational status, progress and goals. Maintain data on high school completion, applications submitted to higher education institutions, and the number of teen fathers accepted into institutions of higher education.
- F. Budget and Invoicing Instructions:** Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date. Invoices and reports shall be submitted to:

Richard Feistman
Project Director
Bureau of Integrated Programs
101 Pleasant Street
Concord, NH 03301

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	6,478	0	6,478
2. Employee Fringe Benefits	538	0	538
3. Travel	300	0	300
4. Supplies and Services	0	0	0
5. Equipment	0	0	0
6. Facilities & Admin Costs	2,575	0	2,575
Subtotals	9,891	0	9,891
Total Project Costs:			9,891

Option to renew this contract for up to three additional one-year terms, subject to the contractor's acceptable performance of the terms therein, and pending sufficient funds.

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 **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.**

**Higher Education Consultant RFP
Rubric**

Letter of Interest

5 /5

A letter of interest detailing professional and education experience as related to the Priority Areas (2) and the Minimum Requirements.

Teen Fatherhood Transition to IHE

- Explore and establish relationships with IHE's in New Hampshire in order to institute best methods to address the needs of teen fathers.
- Establish relationships between NH IHE's and the E³ Fatherhood Program, establishing procedures for enrolling fathers into IHE's and preparing them on the processes of successfully completing an advanced degree.

Yes or No

5.0 Minimum Requirements

Education: Master's degree from a recognized college or university with major in family studies or program evaluation; Doctorate preferred.

Experience: Five (5) years in a New Hampshire IHE; hands-on experience with family life education programs; knowledge and experience within the areas of adolescent development; knowledge and experience in strengths-based perspectives and systems theory.

Significance of Proposal

50 /50

Description of approach to Priority Area 2

25 /25

Technical Skill, including, but not limited to, data analysis, facilitation, collaboration, presentations, report writing, and product development

25 /25

Content knowledge in the Priority Area 2

Total: 105 /105

Date: 9/1, 2016

Jane Watachunge

Reviewer Name (Print)

[Signature]

Reviewer Signature

**Family Life Education Consultant RFP
Rubric**

Letter of Interest

5 /5 A letter of interest detailing professional and education experience as related to the Priority Areas (2) and the Minimum Requirements.

2.1 Teen Fatherhood Curriculum

- Design a curriculum that addresses research-based family needs of adolescent fathers and their families.
- Implement curriculum with NH non-profits and social services.

Yes or No

5.0 Minimum Requirements

Education: Master's degree from a recognized college or university with major in family studies or program evaluation; Doctorate preferred.

Experience: Five (5) years in a New Hampshire IHE; hands-on experience with family life education programs; knowledge and experience within the areas of adolescent development; knowledge and experience in strengths-based perspectives and systems theory.

Significance of Proposal

50 /50 Description of approach to Priority Area 2

25 /25 Technical Skill, including, but not limited to, data analysis, facilitation, collaboration, presentations, report writing, and product development

25 /25 Content knowledge in the Priority Area 2

Total: 105 /105

Date: May 1, 2016

Jane Waterhouse
Reviewer Name (Print)

Jane Waterhouse
Reviewer Signature