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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
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November 18, 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 \$246,578.90 to work in partnership with the NH Department Of Education, (NHDOE) to provide external evaluation services of the School Climate Transformation Grant (SCTG), with the option to renew for three additional years effective upon Governor and Executive Council approval through September 29, 2020. 100% Federal funds.

Funds to support this request available in the account titled SCHOOL CLIMATE TRANSFORMATION.

06-56-56-562010-23700000-102-500731	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$186,666.83	\$59,912.07

EXPLANATION

The contract is being **sole sourced**, due to the federal grant requirement that the agency identify an external evaluator and LEA Evaluation Contact prior to submitting the application. The purpose of this **sole source** cooperative agreement is to provide technical assistance to Local Education Agencies (LEAs) in three regions of the state as they (1) Build, improve, or enhance the use of a multi-tiered behavioral framework; (2) Establish local student wellness teams; and (3) Collect and report data in an effort to inform additional school climate efforts.

The team from the Behavioral Health Improvement Institute (BHII) at Keene State College team will provide LEAs with training and ongoing technical assistance in data collection and analysis, evaluation and evaluative thinking, and utilization of data to make decisions and improve quality. Consistent with the tenets of Empowerment Evaluation, BHII will provide training and coaching, scaffolding in the form of support tools and protocols, and graded mastery experiences in which LEAs increasingly assume responsibility for the evaluative work. For example, at first,

His Excellency, Governor Christopher T. Sununu
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BHII will train LEAs in data collection best practices, provide ongoing coaching and support around data collection routines, and set up mechanisms to monitor data capture and quality. Over time, BHII will gradually recede into the background as LEAs increasingly take over these functions, with consultation and support from BHII as necessary.

BHII will track each of the Government Performance and Results Act (GPRA) performance measures as required by the grant. In addition to the required GPRA indicators, BHII will collect additional performance measures and qualitative data at the local, LEA level to enhance project evaluation. Together, these data will offer a comprehensive picture of project performance.

Services contained within this cooperative agreement are being conducted within a **sole source** contract between the State of New Hampshire and the Behavioral Health Improvement Institute (BHII) housed within Keene State College (KSC).

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.

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: School Climate Transformation 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: Abby Holmes, Business Manager
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 229 Main Street Keene, NH 03435-3520
Phone: 603-271-4018	Phone: 603-831-1972

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: Megan Edwards
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 229 Main Street Keene, NH 03435-3520
Phone: 603-271-2295	Phone: 802-275-8395

Campus Authorized Official

Date  11-13-2019

F. Total State funds in the amount of \$246,578.90 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:  11-15-2019	Signature and Date:  11-18-19

By An Authorized Official of:	By An Authorized Official of:
The New Hampshire Office of the Attorney General	The New Hampshire Governor & Executive Council
Name: Nancy Smith	Name:
Title: Senior Asst. Attorney General	Title:
Signature and Date:  4/11/2019	Signature and Date:

Campus Authorized Official 
Date 11-13-2019

EXHIBIT A

A. Project Title: School Climate Transformation Grant

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


C. Objectives: The Behavioral Health Improvement Institute (BHII) at Keene State College will serve as the external evaluator and technical assistance provider for the SEA School Climate Transformation Grant. BHII works shoulder to shoulder with community partners to improve community and behavioral health practice and outcomes for underserved populations. BHII improves practice through program evaluation; infusion of behavioral health expertise in school, primary care, and other settings; and trauma sensitivity training in communities, mental health centers, and schools. Their work shares a common value framework: beholden to local stakeholders, dedicated to the learning needs of their partners, infused with the most current and relevant scholarship, and aimed at maximum impact on population-level health outcomes.

D. Scope of Work:

Keene State College (KSC) (vendor code 177865) 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. Develop Multi-Tiered System of Support for Behavioral Health and Wellness Training and Coaching materials aligned with project evaluation.
3. Execution of approved comprehensive evaluation plan.
4. Act as the liaison between the NH Department of Education and the federal evaluation team.
5. Participate in monthly calls with staff from the Office of Social & Emotional Wellness.
6. Provide timely and frequent updates on data collection and analysis.
7. Host quarterly in-person evaluation meetings with all relevant project partners.
8. Provide training and technical assistance to project partners in the area of data collection and analysis.
9. Serve on work groups, advisory councils and committees as appropriate.
10. Demonstrate in his/her work a commitment to the system of care values and guiding principles.
11. Author Annual Evaluation Reports as needed.
12. Author Project Evaluation Report upon completion of the performance period.

E. Deliverables Schedule: Keene State College will provide ongoing evaluation support for the School Climate Transformation 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. Annual project reports will be submitted to the Department of Education summarizing and analyzing evaluation efforts in an effort to fulfill grant requirements.

Campus Authorized Official 
Date 11-13-2019

F. Budget and Invoicing Instructions:

Budget Category	FY'20	FY'21	Total	
Personnel				
Lead Evaluator(s)	Edwards/Fauth	\$108,308.83	\$46,418.07	\$154,726.90
Evaluation Coordinators/analysts	Dotson/Erdmann	\$30,086.00	\$12,894.00	\$42,980.00
Personnel total		\$138,394.83	\$59,312.07	\$197,706.90
Other Evaluation Expenses				
Develop Multi-Tiered System of Support for Behavioral Health and Wellness Training and Coaching materials aligned with project evaluation		\$12,376.00	\$0.00	\$12,376.00
Contract with Multi-Tiered System of Support for Behavioral Health and Wellness expert to host enhanced training and professional development opportunities		\$27,996.00	\$0.00	\$27,996.00
Travel to and from DOE/LEAs at .545/mile		\$1,400.00	\$600.00	\$2,000.00
Additional seats to QuickBase (project database/EHR)		\$5,000.00	\$0.00	\$5,000.00
Tableau data visualization software		\$1,500.00	\$0.00	\$1,500.00
Other Evaluation Expenses total		\$48,272.00	\$600.00	\$48,872.00
Total Evaluation Budget		\$186,666.83	\$59,912.07	\$246,578.90

Payment will be made upon submittal of an invoice that is received by the 10th of the month following that in which activities were conducted. 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: Kelly Untiet
 NH Department of Education
 Office of Social & Emotional Wellness
 101 Pleasant Street
 Concord, NH 03301

Funding Source:

Funding for this contract is 100% Federal Funds from the account titled SCHOOL CLIMATE TRANSFORMATION, as follows:

06-56-56-562010-23700000-102-500731	FY'20
Contracts for Program Services	\$186,666.83
06-56-56-562010-23700000-102-500731	FY'21
Contracts for Program Services	\$59,912.07
Total	\$246,578.90

Campus Authorized Official 
 Date 11-13-2019

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State, or both, as appropriate.

Special Federal provisions are listed here: None

Campus Authorized Official 
Date 11-13-2019