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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND 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

Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

April 11, 2013

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into a **sole source** amendment with the University System of New Hampshire - Granite State College, Concord, New Hampshire (Vendor # 81363), for the provision of an education and training partnership, by increasing the price limitation by \$434,554.00 from \$1,698,289.00 to \$2,123,843.00 and by extending the completion date from June 30, 2013 to December 31, 2013, to be effective July 1, 2013 or date of Governor and Council approval, whichever is later. Governor and Executive Council approved the original agreement on June 22, 2011 (item #251).

Funds to support this request are anticipated to be available in the following account in SFY 2014 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-42-421010-29600000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, ORG'L LEARNING & QUALITY IMPRVMT

Account Title	Job Number	State Fiscal Year	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
066-500543	40160011	2012	\$849,181	\$0.00	\$849,181
066-500543	40160011	2013	\$849,108	\$0.00	\$849,108
066-500543	40160000	2014	\$0.00	\$434,554	\$434,554
		Totals	\$1,698,289	\$434,554	\$2,132,843

EXPLANATION

The original Request for Proposals for this agreement anticipated a provision to renew this contract for two additional two-year periods, subject to Governor and Executive Council approval. This provision was never incorporated into the agreement approved by Governor and Executive Council on 6/22/11, (Item #251). Because

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and the Honorable Council

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of this, the Department seeks a six-month extension of the existing agreement, to ensure services are not interrupted. The Department intends to release a Request for Proposals for these services before the end of the calendar year. The services will be competitively bid.

The above action is requested to ensure the continuation of services provided through the cooperative Education and Training Partnership between the Department of Health and Human Services, Division for Children, Youth and Families and the University System of New Hampshire's Granite State College. The Education and Training Partnership represents a unique and highly effective mechanism with which the Division delivers training to those entrusted to care for the children served by the Division: licensed foster parents, adoptive parents, relative (kinship) foster parents, group home providers, and Division staff. The Education and Training Partnership is comprised of distinct components to serve each population.

In the event that the Governor and Executive Council do not approve this contract, over 500 potential and existing foster and adoptive homes annually would not be able to become licensed homes. Additionally, another 840 homes currently licensed would not have access to the critical training they need, thus putting children at risk for abuse and neglect. Without the availability of foster and adoptive homes, these children would likely be placed in residential care, which has a higher cost associated with it and the care might not be clinically appropriate.

Partnership Components

One component provides competency-based training that was specifically developed for resource families, i.e. foster and adoptive parents as well as relative and is delivered statewide at locations and times that are convenient for foster and adoptive parents to attend. This delivery system improves access and facilitates greater participation by the more than 1,000 foster parents who must participate in training yearly to obtain and retain their foster care license and new adoptive parents.

Another component of this program supports Division for Children, Youth and Families staff in the completion of their individual training plans and mandatory in-service training requirements. Staff can attend most Education and Training Partnership courses to assist in meeting training requirements while also building relationships with resource parents and providers.

The final component of the partnership is the Residential Core Counselor training made up of a series of five modules delivered to residential care staff throughout the state. The Education and Training Partnership is responsible for the design, development, delivery and evaluation of these courses and does so through a partnership with providers, trainers, and staff. This approach ensures the curriculum is aligned with Division for Children, Youth and Families practice improvements and shifts.

State and Federal Mandates, and Guiding Initiatives

The Federal funds supporting this agreement are awarded for the delivery of Title IV-E, Foster Care and Title IV-B, Child Welfare Services Grant programs. Under these awards, States may utilize a proportionate share of the award to provide training to the groups mentioned above, and to strengthen child welfare services – both in the protection of abused and neglected children and in responding to their needs if they have been removed from their homes. As such, the partnership improves the State's ability to secure these funds and reduces the financial impact to the State.

The Division for Children, Youth and Families has set targeted goals for the evaluation of training services within the agency's 5-year plan. The intention is to ensure that training is aligned with all agency initiatives and activities and drives resource family, provider and staff performance towards positive outcomes for children and families.

In keeping with the focus of outcome achievement, the Division continues to require that Granite State College: 1) deliver 100% of the training modules identified in the agreement; 2) survey 100% of trainee participants, 3) achieve an 85% consumer satisfaction rating from individuals who participated in the training provided by Granite State College, and 4) demonstrate, through a method agreed upon by the Division for Children, Youth and Families, that training is meaningful and effective for participants.

Competitive Bidding Process

On January 6, 2011, the Division issued a Request for Proposal for an Education and Training Partnership. The RFP was published on the Department of Health and Human Services website and announced via letter to twenty public institutions of higher learning. Despite this effort, Granite State College was the only agency to submit a bid in response to this RFP.

The proposal was reviewed by a Committee that recommended awarding an agreement to Granite State College for the provision of the Education and Training Partnership.

Vendor Performance

Granite State College has been the Education and Training Partnership for many years. It has 30 community training sites that are conveniently located throughout the state. It is through these sites and high caliber staffing resources that Granite State College successfully delivers the Division's Education and Training Partnership. It is also important to note that Granite State College's Education and Training Partnership services have been nationally recognized – receiving the 2003 Quality Award from the American Public Human Services Association/National Staff Training and Development Association – and recognized on a state level by receiving the 2004 Provider Partnership Award from NH Partners in Service.

Agreement Terms

The negotiated agreement includes the provision of Granite State College matching funds allocated specifically to reduce the Department's requirement to provide at least 31% of total program costs based on the source of Federal funds. Through this negotiated agreement, the Division has not only ensured the cost effectiveness of the overall program, it has reduced the need for any General Funds to support this program.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

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Geographic area served: Statewide

Source of funds: 100% Federal Funds from the US Department of Health of Human Services.

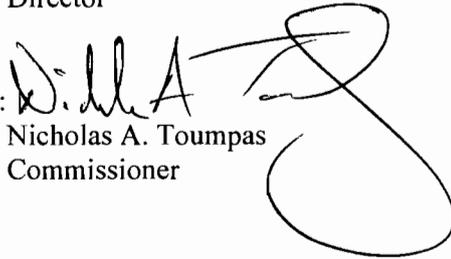
In the event that Federal funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop
Director

Approved by:



Nicholas A. Toumpas
Commissioner

**AMENDMENT #1 to
COOPERATIVE PROJECT AGREEMENT**
between the
**STATE OF NEW HAMPSHIRE, Division for Children, youth and Families and the Division for
Juvenile Justice 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 6/22/11, item # 251, for the Project titled "Education and Training Partnership," Campus Project Director, Tessa McDonnell, 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 Period end date 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 _____ to _____.
- Article B. is revised to replace the Project End Date of _____ with the revised Project End Date of _____, and Exhibit A, article B is revised to replace the Project Period of _____ – _____ with _____ – _____.
- Article C. is amended to expand Exhibit A by including the proposal titled, " _____," dated _____.
- Article D. is amended to change the State Project Administrator to _____ and/or the Campus Project Administrator to _____.
- Article E. is amended to change the State Project Director to _____ and/or the Campus Project Director to _____.
- Article F. is amended to add funds in the amount of **\$434,554.00** and will read:

Total State funds in the amount of **\$2,132,843.00** 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. _____ from _____ under CFDA# _____. 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) _____ 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 #1** to the Cooperative Project Agreement.

By An Authorized Official of:

~~Granite State College~~


Name: Lisa Shawney
Title: Dean of Financial Affairs
Signature and Date: 4/18/13

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

Name: Kerrie P. Herick
Title: Attorney
Signature and Date: Kerrie P. Herick, 4/22/13

By An Authorized Official of:

Division for Children, youth and Families and the Division for Juvenile Justice Services

Name: Maggie Bishop
Title: Director
Signature and Date: Maggie Bishop 4/12/13

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

Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

Project Period: 07/01/11-12/31/13

Budget and Invoicing Instructions:

New Hampshire Department of Health and Human Services

Bidder/Program Name: Granite State College

Budget Request for: Education & Training Partnership

(Name of RFP)

Budget Period: 07/01/13-12/31/13

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs
1. Total Salary/Wages	157,595	-	157,595	23,183	180,778
2. Employee Benefits	65,286	-	65,286	10,372	75,658
3. Consultants	2,000	-	2,000	-	2,000
4. Equipment:	-	-	-	-	-
Rental	1,000	-	1,000	4,000	5,000
Repair and Maintenance	-	-	-	-	-
Purchase/Depreciation	-	-	-	-	-
5. Supplies:	-	-	-	-	-
Educational	-	-	-	-	-
Office	6,523	-	6,523	-	6,523
6. Travel	3,600	-	3,600	-	3,600
7. Occupancy	-	-	-	-	-
8. Current Expenses	-	-	-	-	-
Telephone	2,220	-	2,220	-	2,220
Postage	2,500	-	2,500	-	2,500
Subscriptions	-	-	-	-	-
Audit and Legal	-	-	-	-	-
Insurance	-	-	-	-	-
Board Expenses	-	-	-	-	-
9. Software	-	-	-	-	-
10. Marketing/Communications	-	-	-	-	-
11. Staff Education and Training	4,500	-	4,500	-	4,500
12. Subcontracts/Agreements	-	-	-	-	-
13. Other Tuition Support:	189,329	-	189,329	116,041	305,370
14. Waived F&A Costs on Wages	-	-	-	91,563	91,563
TOTAL	434,554	-	434,554	245,159	679,713

Indirect As A Percent of Direct

Contractor Initials 
Date 4/8/13

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

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FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

May 16, 2011

G&C Approved

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Date 6/22/11
Item # 251

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into a cooperative project agreement with the University System of New Hampshire – Granite State College, Concord, New Hampshire (Vendor # 177491 B001) to provide a cooperative Education and Training Partnership, effective July 1, 2011 or date of Governor and Executive Council approval, whichever comes later, through June 30, 2013, in an amount not to exceed \$1,698,289.00. Funds are anticipated to be available in State Fiscal Years 2012 and 2013, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts, if needed and justified, between State Fiscal Years:

05-95-40-402010-5805 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, STAFF DEVELOPMENT, STAFF DEVELOPMENT BUREAU

Class/Object	Title	Activity Code	SFY 2012	SFY 2013	Total
066-500543	Training Account	40160011	\$849,181.00	\$849,108.00	\$1,698,289.00

EXPLANATION

The above action is requested to continue to provide a cooperative Education and Training Partnership between the Department of Health and Human Services, Division for Children, Youth and Families and the University System of New Hampshire's Granite State College. The Education & Training Partnership is one of three prongs that come together to form the Division's comprehensive and responsive education and training system. It represents a unique and highly effective mechanism with which the Division delivers training to those entrusted to care for the children served by the Division: licensed foster parents, adoptive parents, relative (kinship) foster parents, group home providers, Division for Children, Youth and Families and Division for Juvenile Justice Services field staff. The Education & Training Partnership is comprised of distinct components to serve each population.

Partnership Components

One component provides competency-based training that is specifically developed for resource families, i.e. foster and adoptive parents, as well as relatives and is delivered statewide at locations and times that are convenient for foster and adoptive parents to attend. This delivery system improves access and facilitates greater participation by approximately 1,000 new and current resource parents who must participate in training yearly to obtain or retain their foster care license and or wish to become adoptive parents.

Another component of this program supports the Division for Children, Youth and Families and Division for Juvenile Justice Services staff in the completion of their individual training plan and mandatory training requirements. Staff can attend most Education and Training Partnership courses to assist in meeting training requirements while also building relationships with resource parents and providers.

The final component of the partnership is the Residential Core Counselor training made up of a series of five modules delivered to residential care staff throughout the state. The Education and Training Partnership is responsible for the design, development, delivery and evaluation of these courses and does so through a partnership with providers, trainers and staff. This approach ensures the curriculum is aligned with Division for Children, Youth and Families and Division for Juvenile Justice Services practice improvements and shifts.

State and Federal Mandates, and Guiding Initiatives

The Federal funds supporting this agreement are awarded for the delivery of Title IV-E, Foster Care and Title IV-B, Child Welfare Services Grant programs. Under these awards, States may utilize a proportionate share of the award to provide training to the groups mentioned above, and to strengthen child welfare services – both in the protection of abused and neglected children and in responding to their needs if they have been removed from their homes. As such, the partnership improves the State's ability to secure these funds and reduces the financial impact to the State.

The Division for Children, Youth and Families has set targeted goals for the evaluation of training services within the agency's 5-year plan. The intention is to ensure that training is aligned with all agency initiatives and activities and drives resource family, provider and staff performance towards positive outcomes for children and families.

In keeping with the focus of outcome achievement, the Division for Children, Youth and Families requires that Granite State College: 1) deliver 100% of the training modules identified in the agreement; 2) survey 100% of trainee participants, 3) achieve an 85% consumer satisfaction rating from individuals who participated in the training provided by Granite State College, and 4) demonstrate, through a method agreed upon by the Division for Children, Youth and Families, that training is meaningful and effective for participants.

Competitive Bidding Process

On January 6, 2011, the Division issued a Request for Proposals for an Education and Training Partnership. The Request for Proposals was published on the Department of Health and Human Services website and the Division also announced the release of the Request for Proposals via a letter sent to 20 public institutions of higher learning.

As part of the bidding process a mandatory bidders conference was held on January 21, 2011 and representatives from four agencies attended, however only Granite State College submitted a proposal.

Stated in the Request for Proposals' language was evaluation criteria (see attached evaluation summary) that fully described the factors that the Division would utilize in assessing the effectiveness of proposals received. In preparing for the review of anticipated bids, the Division formed a multi-discipline Evaluation Committee that was comprised of Division for Children, Youth and Families and Division for Juvenile Justice Services training, fiscal, field, quality improvement, foster care and adoption staff. Each Committee member was given a Confidentiality Statement to ensure that information about the bidding and evaluation process would not be inappropriately released throughout the Request for Proposals cycle. Similarly, upon learning of Granite State College's proposal, each member was given a Conflict of Interest Statement to assure that the bid received in response to the Request for Proposals posed no personal or financial conflict for reviewers.

The Committee members individually reviewed Granite State College's proposal; it scored an average of 81.7 points out of a possible 100, and received many positive comments. After collectively discussing each committee member's comments, the committee recommended awarding an agreement to Granite State College for the provision of the Education & Training Partnership. The Division Director concurred with the Committee's recommendation, based on the factors shared by the Committee and the cost and agreement terms successfully negotiated with Granite State College.

Vendor Performance

Granite State College has been the Education & Training Partnership provider for several years; it has 30 community training sites that are conveniently located throughout the state. It is through these sites and high caliber staffing resources that Granite State College successfully delivers the Division's Education & Training Partnership. When appropriate, courses are also provided through an on-line service delivery.

During State Fiscal Year 2010 Granite State College ran 324 classes and provided training to more than 1,580 unduplicated caregivers, including foster and adoptive parents and residential staff. It is also important to note that the college's services have been nationally recognized – receiving the 2003 Quality Award from the American Public Human Services Association/National Staff Training and Development Association – and recognized on a state level by receiving the 2004 Provider Partnership Award from NH Partners in Service.

The budget for this agreement was reduced by approximately \$295,000.00 annually from the current State Fiscal Year. Savings were realized through the re-alignment of service provision, an increased number of on-line classes and a reduction in the number of new courses developed.

Agreement Terms

The Request for Proposals called for the provision of the Education & Training Partnership services for two years and reserved the Division's right to renew these services for up to four additional years, based on the satisfactory delivery of services, continued availability of supporting funds, and Governor and Council approval. Granite State College has provided its services well and is favorably rated by participants in the Education & Training Partnership.

Supporting Federal Funds continue to be available for these services. The negotiated agreement includes a requirement for Granite State College to provide matching funds of at least 31% of total program costs to

specifically reduce the Department's matching requirement by that percentage. Through this negotiated agreement, the Division has not only ensured the cost effectiveness of the overall program, it has eliminated the need for General Funds to support this program.

In the event that this contract is not approved by the Governor and Executive Council, over 500 potential and existing foster and adoptive homes annually would not be able to become licensed homes. Additionally, another 840 homes currently licensed would not have access to the critical training they need, thus putting children at risk for abuse and neglect. Without the availability of foster or adoptive homes, these children would likely be placed in residential care, which has a higher cost associated with it and the care might not be clinically appropriate.

Geographic area served: Statewide

Source of funds: 100% Federal Funds from the US Department of Health and Human Services.

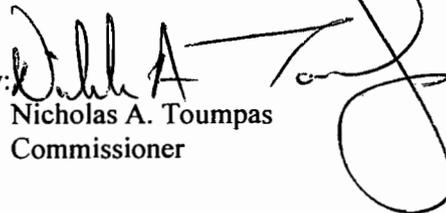
In the event that Federal funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop
Director

Approved by:



Nicholas A. Toumpas
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Health and Human Services,
Division for Children, Youth and Families**

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, Division for Children, Youth and Families**, (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 **6/30/13**. 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: **Education & Training Partnership**

- 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: Dague Clark
Address: Division for Children, Youth and Families
129 Pleasant Street
Concord, NH 03301

Phone: 603-271-4817

Campus Project Administrator

Name: Lisa Shawney
Address: Granite State College
8 Old Suncook Road
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: Christine Tappan
Address: Division for Children, Youth and Families
129 Pleasant Street
Concord, NH 03301

Phone: 603-271-3734

Campus Project Director

Name: Tessa McDonnell
Address: Granite State College
8 Old Suncook Road
Concord, NH 03301

Phone: 603-513-1308

- F. Total State funds in the amount of **\$1,698,289** 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 a **minimum of 31%** 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. **Titles IV-E and IV-B from the US Department of Health and Human Services** under CFDA# **93.658 and 93.645**. 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 **Granite State College** and the State of New Hampshire, **Department of Health and Human Services, Division for Children, Youth and Families** have executed this Project Agreement.

By An Authorized Official of:

Granite State College

Name: Lisa Shawney

Title: Dean of Finance and Administration

Signature and Date:

L. Shawney 5/11/11

By An Authorized Official of: the New Hampshire

Office of the Attorney General

Name: *Jeanne P. Herrick*

Title: *Attorney*

Signature and Date:

Jeanne P. Herrick 5/24/2011

By An Authorized Official of:

Division for Children, Youth and Families

Name: Maggie Bishop

Title: Director

Signature and Date:

Maggie Bishop

By An Authorized Official of: the New

Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

A. **Project Title:** Education & Training Partnership

B. **Project Period:** 7/1/2011 – 6/30/2013

C. **Objectives:** As shown below and further described in Attachment A “Response to Division for Children, Youth and Families Recommendations for E&TP Proposal Enhancements” dated April 7, 2011 and Attachment A-1 “Supplemental Responses to DCYF RFP” dated April 7, 2011.

1. To support high quality care for children living outside of their own homes by providing competency-based, outcomes-focused training and educational opportunities that support the DCYF and DJJS missions and New Hampshire Practice Model.

1.1. To design, develop, coordinate and administer training programs and curricula in accordance with federal requirements, including but not limited to, those in Appendix A and state requirements as stated in the Child and Family Services plan, best practice and four core principles:

- Accessible:** Community-based, technology supported and/or distance learning
- Local:** Caregiver, family, youth, staff and community stakeholder involvement
- Needs based:** Multi-level needs assessment (Individual, Community and System)
- Outcomes focused:** Safety, Permanency and Well-Being

1.2. To support high quality care for children living outside their own homes by developing training curricula that are multi-level needs based (individual, community and systemic) and include child, youth and birth parent voice.

1.3. Deliver training and learning opportunities in a manner that ensures measurable quality, and demonstrates consistency and uniformity.

1.4. To ensure training coordinated or delivered through this education and training partnership is high quality and integrated with DCYF/DJJS quality improvement activities including but not limited to Case Practice Reviews and federal Child and Family Services Reviews.

1.5. To ensure training coordinated or delivered through this education and training partnership is cost effective.

2. Population Served:

Participants shall be resource families, residential care providers, and DCYF/DJJS employees who qualify for Title IV-E reimbursement for training and education.

D. **Scope of Work**

1. Services to be Provided

The Contractor is strongly encouraged to build upon the current program structure and available curriculum. This includes mixed delivery of training and educational opportunities, for example both classroom and online learning modalities that are synchronous and asynchronous. Adding new evidence-based elements available locally, regionally or nationally that would enrich the training milieu is also encouraged.

1.1 The Contractor shall operate a cooperative education and training program in conjunction with DCYF including the delivery of existing curriculum:

- Foster and Adoptive Care Essentials (FACES)** is a training series made up of seven modules. The Contractor will coordinate all modules. This includes developing and maintaining curriculum, training space, providing materials, registration/attendance tracking, and conducting course evaluation. For Modules III – VII, the Contractor will also provide qualified instructors/trainers. The Contractor will coordinate a minimum of 30 and a maximum of 34 FACES series annually statewide, based on Division needs unless otherwise authorized

by the Bureau of Organizational Learning and Quality Improvement (BOLQI) Administrator (or designee).

- The Contractor may substitute some of the FACES class time with Relative Caregiver specific training as requested by the Bureau of Community and Family Support and approved by the BOLQI Administrator (or designee).
 - **Caregiver On-Going Training (COT)** are training classes for existing caregivers, staff and providers. The Contractor will provide a minimum of 115 and a maximum of 120 classes annually, statewide, based on Division needs with targeted marketing specific to each audience (resource families, staff, and providers.) COT must include at least 25% of courses identified as Advanced based upon the Four Levels of Learning (Rycus & Hughes, 2001) unless otherwise authorized by the BOLQI Administrator (or designee).
 - **Residential Counselor Core Training (RCCT)** is training for residential care staff employed by licensed or certified New Hampshire residential facilities through the DHHS. At least 2 RCCT series must be provided annually statewide based on Division needs, unless otherwise authorized by the BOLQI Administrator (or designee).
- 1.2 The Contractor will provide at a minimum 4 cycles of training within the contract year. The Contractor shall report on each cycle within 30 days of the conclusion of each contractor's term to the BOLQI Administrator (or designee) and Bureau of Community and Family Support Administrator (or designee). Note: There should be at least 4 terms within each SFY to be reported on.
 - 1.3 The Contractor will coordinate the annual NH Foster and Adoptive Parent Association (FAPA) conference in partnership with the Division and the NH FAPA. This includes but is not limited to the program, venue coordination, food selection and payment, brochure development, registration tracking and evaluation.
 - 1.4 The Contractor shall hold classroom training, provided through this partnership, in sites identified by the Contractor, and agreeable to the Division, throughout the state of New Hampshire. The Contractor shall provide publicity and registration for the training sessions along with the required handouts and/or manuals used in each training session, ensuring one for each participant. The contractor will continuously explore the needs of online delivery for the appropriate curriculums, with a target goal of at least 25% of courses being delivered online. At no time shall more than 50% of courses be delivered online without BOLQI Administrator approval. All courses shall be offered at locations throughout the state, at times convenient to the target populations.
 - 1.5 The contractor will continually offer a course that may be used to prepare identified trainers, such as the current education and training partnership course "Delivering Effective Training". This course must be offered at least 4 times per calendar year and the Division maintains the right to request additional offerings of this course within agreed upon budget parameters.
 - 1.6 The Contractor will support DCYF staff trainers including, but not limited to, an annual training day around skill building in the delivery of Contractor curricula.
 - 1.7 The Contractor shall provide training to support resource families with a focus on youth/adolescents through an array of agreed upon classes as defined in DCYF policy that must be continuously available. The Contractor will ensure the voice of youth is included in the design, development, delivery and evaluation of all adolescent/youth focused trainings.
 - 1.8 The Contractor shall provide trainers, materials, coordination, and space for all FACES and COT trainings, and as needed for RCCT.
 - 1.9 The professional staff time for planning, coordination and implementation of this Contract, the instructional staff for group courses, as well as clerical support, shall be provided through the contract.
 - 1.10 The Contractor shall participate on the DCYF Council on Organizational Learning (CoOL), including assisting in the leadership/coordination of all CoOL Sub-Committees, adjunct activities and functions.

2. Curriculum

- 2.1. The Contractor shall design, develop, deliver and evaluate competency-based courses in accordance with DCYF/DJJS identified training needs that are multi-level including the individual, community and systems' needs. It is expected that specific courses associated with Relative Caregivers will be developed during the first year of the contract.

- 2.2. The Contractor shall work collaboratively with DCYF to update and maintain current curricula included in the DCYF training plan (ACES, COT, RCCT) based upon the agency priorities including, but not limited to, the Child and Family Services Review, Practice Model, and adoption of evidence-based practices, i.e. Trauma Informed approaches.
- 2.3. The Contractor shall participate on and work in collaboration with members of the Council on Organizational Learning, and other DCYF identified partners to design, develop, deliver and evaluate new curriculum that reflect the voices and experiences of children, youth and families served. This shall include an emphasis on shared parenting and the Beliefs and Principles defined within the New Hampshire Practice Model. At least two, but not more than four, new classes will be developed annually. This may include adoption of local, regional or national evidenced based curriculums identified and accepted by the Division.
- 2.4. All curriculum developed and delivered through the E & TP is owned by DCYF and may be released to or shared with other entities only with explicit DCYF BOLQI Administrator (or designee) approval.

3. Trainers/Instructors

- 3.1. The Contractor will maintain a sufficient pool of certified trainers. This shall include both DCYF and DJJS staff. The Contractor will design and maintain a trainers/instructors certification process approved by the DCYF BOLQI Administrator that ensures trainers/instructors are qualified to teach specific courses. It is a priority that birth parents and youth who have experienced DCYF/DJJS involvement be prepared, certified, and utilized as trainers in these courses.
- 3.2. The certification process must include an application, which affirms training competency, knowledge and appropriate experience to deliver course content. A resume, vitae, personal interview and reference checks shall be included in the application and certification process. DCYF maintains the right to approve or deny the use of any trainer/instructors.

4. Equipment and Office

- 4.1. The program shall have the option to be operated from offices located currently at the DCYF, Bureau of Organizational Learning & Quality Improvement, Dolloff Building, 117 Pleasant Street, Concord, New Hampshire 03301.
- 4.2. The Contractor shall provide the required office supplies, office equipment and audiovisual equipment required for the training. The contractor shall have at least one staff member located at the DCYF provided office who shall utilize the Department Lotus Notes e-mail system and the State telephone system at the Contractor's cost. Computers may be available for use during the contract period at the current DCYF BOLQI location.

5. Staff Qualifications

- 5.1. The Contractor shall hire sufficient staff to implement a high quality, comprehensive, competency-based training program. At minimum, staffing must support the following functions:
 - a. Project leadership responsible for overall implementation and maintenance of the training program.
 - b. Training coordination responsible for training needs assessment, program coordination, maintenance and development.
 - c. Program and curriculum development responsible for leading and conducting development and revision of curricula.
 - d. Quality assurance responsible for evaluation of training program components.
 - e. Administrative support responsible for supporting program operations and BOLQI functions/activities of at least .25 FTE. This position shall be located in the Dolloff Building.
- 5.2. The Contractor's employees shall have the ability to work closely in partnership with the DCYF BOLQI Administrator (or designee), DCYF/DJJS staff, and other staffs as appropriate and necessary to accomplish all program goals of this education and training partnership. The primary point-of-contact for the partnership will be the BOLQI Administrator (or designee).

6. Confidentiality

6.1. The Contractor shall comply with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, resource parents and other involved individuals, which the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services. The Division's case records shall not be removed from District Offices. During use of the case records in the office, the records shall be protected from unauthorized access.

7. The Campus shall engage in on-going discussions around the flexibility of the program to evolve with the Division's shifting priorities.

E. Deliverables Schedule:

1. Reporting Requirements

1.1. The Contractor shall provide a weekly report of activities to the DCYF BOLQI Administrator (or designee) including the major contract activities for the week related to accomplishment of the contract goals and performance measures.

1.2. The Contractor will track registration and attendance of each training, each participant and shall report on this within 30 days of the conclusion of each term to the BOLQI Administrator (or designee) and the Bureau of Community and Family Support (BCFS) Administrator (or designee). Note: There should be at least 4 terms within each SFY to be reported on.

1.3. The Contractor will complete and submit an end of year report within 60 days of the end of the fiscal year which provides, at minimum: 1) a complete program overview, 2) accomplishments towards program goals and performance measures, 3) training registration and attendance, 4) training needs assessment, 5) evaluation results and 6) program cost effectiveness. 20 copies of said report shall be submitted to the BOLQI administrator (or designee) to distribute.

1.4. The Contractor shall conduct on-going surveying of the training needs of resource families, staff and providers served through this contract via multi-level needs assessment processes approved by the BOLQI Administrator (or designee). Surveys must be conducted at least bi-annually with each training constituency and shall be reported within the annual report as it relates to c. 4) above. Surveys will be shared with the Division as requested above and maintained by the Contractor for 7 years after the end of the contracting period.

1.5. Data Collection:

a. Maintain individual training records for all DCYF and DJJS resource families.

b. Ensure training records are secured in a confidential area and that information is available to staff upon request.

c. Utilize the DCYF Bridges Information System to track trainings system data if needed to supplement the GSC Confidential Student Database System. Support Statewide Automated Child Welfare Information System (SACWIS) compliance by ensuring timeliness and accuracy in data entry, as well as non-duplicative data collection activities.

d. Assess, maintain, and enhance the current system to track all trainings monitored inclusive of final report conclusions and follow up.

e. In instances where Bridges cannot collect and maintain critical training data, ensure design and implementation of a database for tracking purposes as identified below:

1. Assess, maintain, and enhance the newly developed database for each new resource family to track individual resource parent training;

2. Assess, maintain, and enhance the newly developed system to track trainer demographic information as well as individual performance ratings; and

3. Assess, maintain and enhance the newly developed system to track attendance of outside providers at DCYF education and training partnership-sponsored trainings.

f. Collaborate with and support DCYF in developing, implementing and maintaining a curriculum archiving system in accordance with State of NH archiving procedures.

2. Evaluation

- 2.1. All training shall be evaluated at minimum for content, instructor knowledge and ability, and transfer of knowledge to trainee participants. Additionally, the contractor shall use best practice training evaluation methodologies including Kirkpatrick's Four Levels of Evaluation. The contractor will identify how each training course/module or series demonstrates adherence to this model of evaluation and is both meaningful and effective.
- 2.2. The Contractor must develop and maintain an evaluation system/structure approved by the BOLQI Administrator (or designee) that ensures quality-training delivery that is aligned with DCYF and DJJS missions and the New Hampshire Practice Model. Evaluation data must be collected, analyzed and maintained for at least seven years and reported to the BOLQI Administrator on a regular basis – at minimum quarterly, and annually, which supports continuous quality improvement and reflective program management and practice.

3. Performance Measures

- 3.1. The following performance measures shall be incorporated into the awarded contract. The Contractor shall achieve the agreed upon performance measures. The Division reserves the right to withhold payment(s), until the Contractor's performance is in compliance, or an acceptable level thereof is achieved as determined by the Division.
- 3.2. Evaluations must be offered to all attendees in a format that ensures anonymity. Electronic distribution and collection of surveys is highly desired and recommended. The contractor shall achieve a return rate of 85% or better and is required to report all results to the BOLQI Administrator (or designee) at the conclusion of each term. Additionally, in the reporting process, program improvement based upon results must be described.
- 3.3. The Contractor shall demonstrate an 85% or better rating of trainee satisfaction through training evaluations utilizing a BOLQI approved scale.
- 3.4. The Contractor is not authorized to release any information regarding the Division's compliance with federal guidelines without express written authorization of the Division Director or his/her designee.

F. Budget and Invoicing Instructions:

1. Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the Services to be performed under this Agreement, the State Agency agrees to purchase from the Contractor services in the amount not to exceed \$1,698,289.00 for services performed during the program period specified above.
 - 1.1 The Agreement Price will be no more than 69% of the total program cost. The Contractor will provide at least 31% of the total program cost as match as shown in Exhibit B-2.
2. Monthly payments will be made to the Contractor subject to the following conditions:
 - 2.1 Payment will be on a cost reimbursement basis based on actual expenditures incurred in the fulfillment of this agreement. The Contractor must complete and issue a signed invoice, and send it to the Division for Children, Youth and Families' Contract Specialist, in order to initiate payment. The Contractor must detail the costs incurred according to each budget line item, as stated in Exhibit B-2, either within each invoice or as an attachment to each of the Contractor's invoices as a cost report, in order to initiate payment.
 - 2.2 Requests for payment must be signed by an authorized representative of the Contractor. Payment requests may be submitted monthly, but at a minimum must be submitted quarterly.
 - 2.3 Payment of the full Agreement Price will be contingent upon the Contractor providing the required match, on a consistent basis. Expenditures must be in accordance with the approved line item budget shown in Exhibit B-2; any adjustments in a line item in excess of 10% will require the prior written approval of the Division.
 - 2.4 A final payment request, per each State Fiscal Year of the Agreement, will be submitted no later than sixty (60) days after the end of each State Fiscal Year of the Agreement. Failure to submit the invoice by this date could result in non-payment.
 - 2.5 Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Agreement may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the Services provided, or if the said Services have not been completed in accordance with the terms and conditions of this Agreement.
 - 2.6 Payments may be withheld pending receipt of required reports as outlined in E. Deliverables.