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Frank Edelblut
Commissioner

Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
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March 6, 2017

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 to amend a **sole source** cooperative project agreement (PO# 1029955) with University of New Hampshire, Institute on Disability, Durham NH (vendor code 177867), by increasing the price limitation by \$67,051.00 from \$43,939.00 to \$110,990.00 and extending the completion date from June 30, 2017 to June 30, 2018 to continue to train and provide technical assistance to regional intermediaries and LEA staff on Project RENEW, a dropout prevention strategy under the State Personnel Development Grant (SPDG) as well as provide sustainability activities related to Next Steps NH, effective upon Governor and Council approval through June 30, 2018. This is an amendment to the original cooperative project agreement approved by Governor and Council on February 10, 2016 (Item #51). (100% Federal funds)

Funds to support this request are anticipated to be available in account titled State Program Implementation as follows, contingent upon legislative approval of the next biennial budget:

	<u>FY2017</u>	<u>FY2018</u>
06-056-56-562510-41070000-072-502625 Grants –Federal	\$12,740.00	\$54,311.00

EXPLANATION

The New Hampshire Department of Education received a \$3.85 million (\$770,000.00 per year for 5 years) State Personnel Development Grant from the U.S. Department of Education, Office of Special Education Programs, through September 30, 2017. The Office of Special Education Programs approved a no-cost extension through September 30, 2018 to continue the work of the grant and promote full implementation and project sustainability. This request is **sole source** because New Hampshire applied for and was awarded this grant with the provision that highly qualified partners be identified in our proposal and funded through our award to assist the Department of Education in meeting the goals and objectives of the grant.

These partners were required to be highly qualified entities already engaged in professional development in the grant areas and in agreement to expand these services. The OSEP required partners and their services as detailed in the grant include: Evergreen Evaluation and Consulting Inc., Strafford Learning Center, Monadnock Developmental Services (MDS), Granite State Independent Living (GSIL), Parent Information Center (PIC), Keene State College (KSC), Institute on Disability, and QED. As a result of the SPDG application requirements, a competitive bid process was not established.

Institute on Disability, University of New Hampshire (IOD, UNH) is a public Institution of Higher Education and a member of the University System of New Hampshire. Under previous State Personnel Development Grants, Institute on Disability has been a leader in offering professional development and training in dropout prevention

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

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March 6, 2017

strategies such as the Project RENEW model and is nationally recognized for their work. Therefore, the Institute on Disability, as a SPDG partner will bring to this grant the research, knowledge and expertise to conduct the following additional grant activities:

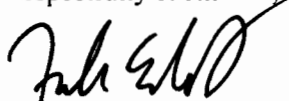
- To support all interested Cohort 3 & Cohort 4 Next Steps NH schools with RENEW training and coaching required to implement RENEW with fidelity and to prepare them for sustainability.
- To prepare for and deliver the online sustainability training for Cohort 4 in Winter/Spring 2017 and to provide a half-day sustainability retreat.
- To coordinate the registration and logistics of the NH Transition COP 11th Annual Transition Summit which is the only statewide conference for training, collaboration, networking and information, focused on post-secondary outcomes for students.

The SPDG proposal is targeted to increase the number of students with disabilities graduating from high school who are college and career ready, through the implementation of evidence-based transition practices. Our ambitious proposal targets four strategies to achieve this goal: (1) increasing student competency through increased use of Extended Learning Opportunities (ELOs), (2) enhanced transition planning and increased transition planning opportunities/practices, (3) greater family – school engagement, and (4) sustaining practices through our state Institutions of Higher Education (IHEs), regional education intermediaries, a transition Community of Practice, and the use of technology. These strategies are aimed at school districts, parents, regional professional development intermediaries, Vocational Rehabilitation, IHEs, and other community members.

The Office of Special Education Programs requires a comprehensive evaluation detailed within the grant that measures the short-term, intermediate and long-term outcomes and impacts of the grant initiatives. The Evaluation assesses the degree to which the NH SPDG meets its goals and objectives, as well as the established federal performance goals and objectives. The evaluation will be ongoing and formative to provide for data-based decision making and planning mid-course corrections.

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:PFD
Enclosures

**AMENDMENT #1 to
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

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on 2/10/16, item # 51, for the Project titled "Next Steps NH (SPDG)," Campus Project Director, JoAnne Malloy, 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:

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 6/30/17 with the revised Project End Date of 6/30/18, and Exhibit A, article B is revised to replace the Project Period of 7/1/16 – 6/30/17 with 7/1/16 – 6/30/18.
- 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 **Susan Sosa**.
- 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 **\$67,051.00** and will read:

Total State funds in the amount of **\$110,990.00** 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.

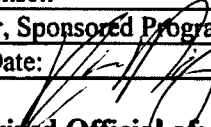
This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this Amendment #1 to the Cooperative Project Agreement.

By An Authorized Official of:
University of New Hampshire

Name: Karen Jensen

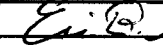
Title: Manager, Sponsored Programs Administration

Signature and Date:  4/20/17

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

Name: Erin McIntyre

Title: Attorney

Signature and Date:  5/19/17

By An Authorized Official of:
NH Department of Education

Name: Frank Edelblut

Title: Commissioner of Education

Signature and Date:  5-2-17

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

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: Next Steps NH (SPDG)

B. Project Period: 7/1/16 - 6/30/18

C. Objectives: Our goal is to increase the number of students with disabilities and/or who are at risk of dropping out that are college and career ready in New Hampshire through implementation research based transition practices.

D. Scope of Work:

- 1) To increase the use of best practice, evidence-based transition planning in all regions of the state. This includes the use of Project RENEW training and technical assistance in LEAs in regions for students as needed. In addition, to coordinate the registration and logistics of the NH Transition COP Annual Transition Summit which is the only statewide conference for training, collaboration, networking and information, focused on post-secondary outcomes for students. This also includes to assist with the design and organization of the Annual Transition Summit, including working with the venue and organizers, designing and managing the registration system, and working with presenters and attendees.
- 2) To support all interested Cohort 3 & Cohort 4 Next Steps NH schools with RENEW training and coaching required to implement RENEW with fidelity and to prepare them for sustainability.
- 3) To prepare for and deliver the online sustainability training for Cohort 4 in Winter/Spring 2017 and to provide a half-day sustainability retreat.
- 4) To coordinate the registration and logistics of the NH Transition COP 11th Annual Transition Summit which is the only statewide conference for training, collaboration, networking and information, focused on post-secondary outcomes for students.

E. Deliverables Schedule:

Participate in monthly Leadership Team meetings in development of evidence-based training planning best practices.

Train and provide technical assistance to LEAs, designated school staff, regional PD intermediaries coaches/trainers and NH SPDG Management Team on Project RENEW.

Coordinate the registration and logistics for the NH Transition COP Annual Transition Summit.

F. Budget and Invoicing Instructions:

Campus will submit invoices to State on a monthly basis, submitted by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date. UNH expects to receive program income associated with this project and will use it in the additive method.

	Original Approved Budget	Requested Action	Amended Budget
1. Salaries & Wages	\$19,447.00	\$30,997.00	\$ 50,444.00
2. Employee Fringe Benefits	\$7,254.00	\$12,873.00	\$ 20,127.00
3. Travel	\$1,000.00	\$4,000.00	\$ 5,000.00
4. Supplies and Services	\$10,572.00	\$10,500.00	\$ 21,072.00
5. Equipment	\$ -	\$ -	\$ -
6. Facilities & Admin Costs	\$ 5,666.00	\$ 8,681.00	\$ 14,347.00
Subtotals	\$ 43,939.00	\$67,051.00	\$110,990.00

JAN 20 16 10 55 AM '16



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

January 25, 2016

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education, Bureau of Special Education to exercise a one year renewal extension on a **sole source** cooperative agreement with the University of New Hampshire, Institute on Disability, Durham NH (Vendor Code #177867), originally approved by Governor and Council on May 1, 2013 (Item #85B) and amended on May 23, 2014 (Item #66), in an amount not to exceed \$43,939.00 to continue to train and provide technical assistance to regional intermediaries and LEA staff on Project RENEW, a dropout prevention strategy, effective upon Governor and Council approval for the period of July 1, 2016 through June 30, 2017. 100% Federal Funds.

Funding is available in account titled State Program Implementation, as follows:

		<u>FY2017</u>
06-056-56-562510-41070000-072-502625	Grants-Federal	\$43,939.00

EXPLANATION

The New Hampshire Department of Education received a \$3.85 million (\$770,000.00 per year for 5 years) State Personnel Development Grant (SPDG) from the U.S. Department of Education, Office of Special Education Programs (OPEP). This request is **sole source** because New Hampshire was awarded this grant with the provision that the partners identified in our proposal would be funded to assist the Department of Education to meet the goals and objectives of the grant.

These partners were required to be highly qualified entities already engaged in professional development in the grant areas and in agreement to expand these services. The OSEP required partners and their services, as detailed in the grant, include Evergreen Evaluation and Consulting Inc., Stafford Learning Center, Monadnock Developmental Services, North Country Education Services, Granite State Independent Living, Parent Information Center, Keene State College, Institute on Disability, and QED Foundation. Therefore, no competitive bid process was established.

The SPDG proposal is targeted to increase the number of students with disabilities graduating from high school who are college and career ready, through the implementation of evidence-based transition practices. Our ambitious proposal targets four strategies to achieve this goal: (1) increasing student competency through increased use of Extended Learning Opportunities (ELOs), (2) enhanced transition planning and increased transition planning opportunities/practices, (3) greater family – school engagement, and (4) sustaining practices through our State Institutes of Higher Education (IHEs), regional education intermediaries, a transition Community of Practice, and the use of technology. These strategies are aimed at school districts, parents, regional professional development intermediaries, Vocational Rehabilitation, IHEs, and other community members.

The Office of Special Education Programs requires a comprehensive evaluation, detailed within the grant, which measures the short-term, intermediate and long-term outcomes and impacts of the grant initiatives. The Evaluation assesses the degree to which the NH SPDG meets its goals and objectives, as well as the established federal performance goals and objectives. The evaluation will be ongoing and formative to provide for data-based decision making and planning mid-course corrections.

The University of New Hampshire, Institute on Disability is a public Institution of Higher Education and a member of the University System of New Hampshire. Under previous State Personnel Development Grants, Institute on Disability has been a leader in offering professional development and training in dropout prevention strategies such as the Project RENEW model and is nationally recognized for their work. Therefore, the Institute on Disability, as a SPDG partner will bring to this grant the research, knowledge and expertise to conduct the following grant activities:

- Participate in monthly Leadership Team meetings in the development of evidence-based transition planning and dropout prevention best practices.
- Train and provide technical assistance to LEAs, designated school staff, regional PD intermediaries coaches/trainers and NH SPDG Management Team on Project RENEW, a dropout prevention strategy.
- Coordinate the registration and logistics for the NH Transition COP Annual Transition Summit.

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

Respectfully submitted,



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

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: **Next Steps NH (SPDG)**

- 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: Santina Thibedeau
Address: Department of Education
101 Pleasant Street
Concord, NH 03301

Phone: 603-271-3730

Campus Project Administrator

Name: Dianne Hall
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. 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: Amy Aiello
Address: Department of Education
101 Pleasant Street
Concord, NH 03301

Phone: 603-271-3730

Campus Project Director

Name: JoAnne Malloy
Address: UNH Institute on Disability
10 West Edge Drive Suite 101
Durham, NH 03824

Phone: 603-862-4320

F. Total State funds in the amount of \$43,939 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. **H323A120003** from **US Department of Education** under CFDA# **84.323A**. 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 Jensen

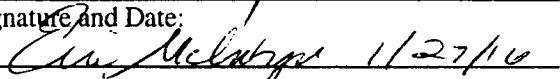
Title: Sponsored Programs Administration

Signature and Date:  11/7/16

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

Name: Eric McIntyre

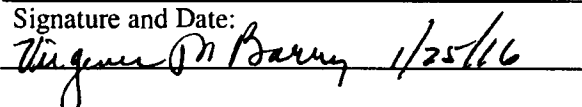
Title: Attorney

Signature and Date:  11/27/16

**By An Authorized Official of:
Department of Education**

Name: Virginia M. Barry, Ph.D

Title: Commissioner of Education

Signature and Date:  1/25/16

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** Next Steps NH (SPDG)
- B. Project Period:** July 1, 2016 or upon Governor and Council approval, whichever is later, through June 30, 2017.
- C. Objectives:** Our goal is to increase the number of students with disabilities and/or who are at risk of dropping out that are college and career ready in New Hampshire through implementation of evidence based transition practices
- D. Scope of Work:** To increase the use of best practice, evidence-based transition planning in all regions of the state. This includes the use of Project RENEW training and technical assistance in LEAs in regions for students as needed. In addition, to coordinate the registration and logistics of the NH Transition COP Annual Transition Summit which is the only statewide conference for training, collaboration, networking and information, focused on post-secondary outcomes for students. This also includes to assist with the design and organization of the Annual Transition Summit, including working with the venue and organizers, designing and managing the registration system, and working with presenters and attendees.
- E. Deliverables Schedule:**
 - Participate in monthly Leadership Team meetings in development of evidence-based training planning best practices.
 - Train and provide technical assistance to LEAs, designated school staff, regional PD intermediaries coaches/trainers and NH SPDG Management Team on Project RENEW©.
 - Coordinate the registration and logistics for the NH Transition COP Annual Transition Summit.
- F. Budget and Invoicing Instructions:** Campus will submit invoices to State on a monthly basis, submitted by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date. UNH expects to receive program income associated with the this project and will use it in the additive method.

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	19,447	0	19,447
2. Employee Fringe Benefits	7,254	0	7,254
3. Travel	1,000	0	1,000
4. Supplies and Services	10,572	0	10,572
5. Equipment	0	0	0
6. Facilities & Admin Costs	5,666	0	5,666
Subtotals	43,939	0	43,939

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 .