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

Jeffrey A. Meyers  
Commissioner

Lorraine Bartlett  
Director

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 www.dhhs.nh.gov

May 25, 2016

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families to amend an agreement with the University of New Hampshire (Vendor #177867-B046), 51 College Road, Durham, NH 03824, for an educational tuition partnership that will continue to provide educational opportunities in the field of social work to qualified current and future employees of the Division for Children, Youth and Families, by increasing the price limitation by \$295,497 from \$318,885 to \$614,382 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016. The original contract was approved by Governor and Executive Council on June 18, 2014 (item #77). 100% Federal Funds.

Funds are available in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018 upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between state fiscal years through the Budget Office without Governor and Executive Council approval, if needed and justified.

**05-095-42-421010-29600000-066-500544 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: CHILD PROTECTION, ORG'L LEARNING & QUALITY IMPROVMT**

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase/Decrease	Modified Budget
2015	066-500544	Contracts for Program Svcs	40160001	\$158,467	\$0	\$158,467
2016	066-500544	Contracts for Program Svcs	40160001	\$160,418	\$0	\$160,418
2017	066-500544	Contracts for Program Svcs	40160001	\$0	\$149,747	\$149,747
2018	066-500544	Contracts for Program Svcs	40160001	\$0	\$149,747	\$149,747
			Sub-Total:	\$318,885	\$295,497	\$614,382
			<b>Total:</b>	<b>\$318,885</b>	<b>\$295,497</b>	<b>\$614,382</b>

**EXPLANATION**

The purpose of this amendment is to extend the contract completion date for the continuation of an educational tuition partnership that will continue to provide educational opportunities in the field of social work to qualified current and future employees of the Division for Children, Youth and Families.

The Division for Children, Youth and Families has experienced employee attrition rates that eclipse the availability of properly trained and educated child welfare professionals in the workplace to

fill vacancies. This has caused significant delays in recruitment. This continued partnership will provide the Division for Children, Youth and Families with a mechanism with which to recruit and retain employees and also cultivate a skilled and competent workforce in the social work field. In recent years this partnership has been used to assist current employees who have applied for Masters' level programs to pursue long term training goals to remain as employees of the Division.

This package represents (1) of two (2) amendments for the provision of Educational Tuition Partnership services. The Department anticipates the other contract will be presented at the next meeting of the Governor and Executive Council.

The Educational and Tuition Partnership began in 2002, to address the lack of properly trained and educated child welfare professionals in the workplace to fill vacant positions due to the high employee attrition experienced by the Division for Children, Youth and Families. In recent years this partnership was offered to current Division for Children, Youth and Families employees who had applied for masters' level programs to advance their skills and pursue long term training goals to remain employees and continue to contribute to the Division's mission and vision. This partnership has provided the Division for Children, Youth and Families a mechanism with which to cultivate a skilled and competent workforce by sponsoring Bachelor's or Master's level students for one to two years of their college level education.

The Division continues to be satisfied with the services provided by Plymouth State University through this partnership. The Division for Children, Youth and Families has sponsored over two hundred students in this partnership for its workforce and has succeeded in incorporating a child welfare focus into the social work curriculum. During the two years of the contract to date, six students have graduated from the Bachelor of Social Work program and have either been hired or are in the application process for CPSW positions. These students bring an enhanced level of preparation for and commitment to these positions, as well as having already completed some of the required pre-service training. The table below shows the number of participants and graduates for each year.

ETP ACADEMIC YEAR	# OF ETP RECIPIENTS / DEGREE PROGRAM	# OF SENIOR GRADUATES	# HIRED by DCYF	# PENDING HIRE
2014-2015	3 MSW 1 BSW	4	2	0
2015-2016	1 MSW 3 BSW	3	n/a	3
2016-2017	3 MSW 2 BSW	Anticipated	n/a	n/a

This project was competitively bid.

The current contract contains language which allows the Department the right to extend this project for up to two (2) additional years based upon the satisfactory delivery of services, continued availability of funds, and Governor and Executive Council approval. The Department is exercising the renewal for two (2) additional years.

Should Governor and Executive Council not approve this request, the availability to fill vacancies with properly trained and qualified professional will greatly diminish. Experienced employees may obtain other employment opportunities which will cause a high attrition rate and outcomes for children and families may be greatly compromised.

Area Served: Statewide

Source of Funds: 100% Federal Funds – IV-E Funds

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

Respectfully submitted,

  
for Lorraine Bartlett  
Director

Approved by:   
Jeffrey A. Meyers  
Commissioner

**AMENDMENT #1 to  
COOPERATIVE PROJECT AGREEMENT**

between the  
STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**  
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 6/18/14, item # 77, for the Project titled "**Educational Tuition Partnership**," Campus Project Director, **Melissa Wells**, 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 Agreement, 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 **n/a** with **n/a** and/or USNH campus from **n/a** to **n/a**.
- Article B. is revised to replace the Project End Date of **6/30/16** with the revised Project End Date of **6/30/18**, and Exhibit A, article B is revised to replace the Project Period of **July 1, 2014 – June 30, 2016** with **July 1, 2014 – June 30, 2018**.
- Article C. is amended to expand Exhibit A by including the proposal titled, "**n/a**," dated **n/a**.
- Article D. is amended to change the State Project Administrator to **n/a** and/or the Campus Project Administrator to **n/a**.
- Article E. is amended to change the State Project Director to **n/a** and/or the Campus Project Director to **Melissa Wells**.
- Article F. is amended to add funds in the amount of **\$295,497** and will read:

Total State funds in the amount of **\$614,382** 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.

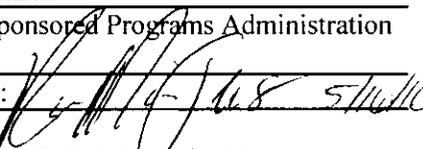
This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

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

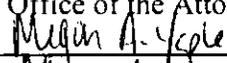
**By An Authorized Official of:  
University of New Hampshire**

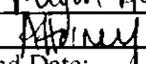
Name: Karen M. Jensen

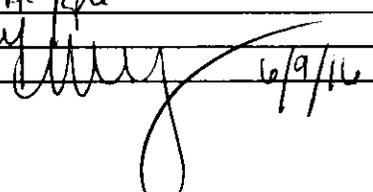
Title: Manager, Sponsored Programs Administration

Signature and Date:  5/16/16

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

Name:  Megan A. Yocum

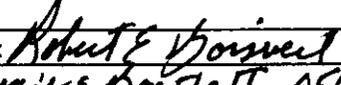
Title:  Attorney

Signature and Date:  6/9/16

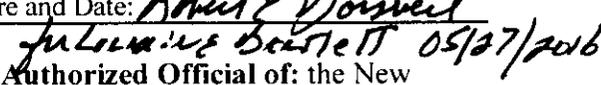
**By An Authorized Official of:  
Department of Health and Human  
Services**

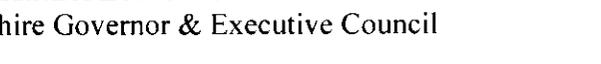
Name: Lorraine Bartlett

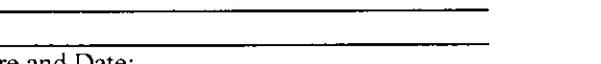
Title: Director, Division for Children, Youth and Families

Signature and Date:  Robert E. Boisvert

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

Name:  Lorraine Bartlett

Title:  Director

Signature and Date:  05/27/2016

**EXHIBIT A**

**A. Project Title:** (unchanged)

**B. Project Period:** is amended to read: July 1, 2014 through June 30, 2018

**C. Objectives:** (unchanged)

**D. Scope of Work:** add:

Provide transition survey to Title IV-E students through the use of:

1. In-person survey in paper format
2. Web-based survey
3. In a group setting arranged by UNH geared to IV-E amuni

**E. Deliverables Schedule:** (unchanged)

**F. Budget and Invoicing Instructions:** Add Budget for SFY 17&18

FY17

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	27,757	25,608	53,365
2. Employee Fringe Benefits	8,144	10,217	18,361
3. Travel	0	0	0
4. Supplies and Services	97,212	0	97,212
5. Equipment	0	0	0
6. Facilities & Admin Costs	12,637	12,610	25,247
<b>Subtotals</b>	<b>145,750</b>	<b>48,435</b>	<b>194,185</b>

FY18

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	28,590	26,376	54,966
2. Employee Fringe Benefits	8,388	10,524	18,912
3. Travel	0	0	0
4. Supplies and Services	99,753	0	99,753
5. Equipment	0	0	0
6. Facilities & Admin Costs	13,016	12,989	26,005
<b>Subtotals</b>	<b>149,747</b>	<b>49,889</b>	<b>199,636</b>
<b>Total Project Costs:</b>			<b>393,821</b>

Delete and Replace Invoices shall be sent to:  
Fiscal Administrator  
Department of Health and Human Services  
Division for Children, Youth and Families  
129 Pleasant Street  
Concord NH 03301  
Email: dcyfinvoices@dhhs.state.nh.us

Upon receipt and approval of the invoices by the State Project Director, the State will issue payment to the Campus based upon the costs documented by the Campus.

The Campus will provide a report of the SFY expenses in accordance with the budget categories described above by July 30<sup>th</sup> each year.. Final billing for the agreement must be received by the State no more than 90 days after the contract end date.

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

Nicholas A. Toumpas  
 Commissioner  
 Mary Ann Cooney  
 Associate Commissioner

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 www.dhhs.nh.gov

May 19, 2014

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

*100% Federal*

**REQUESTED ACTION**

Authorize the New Hampshire Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with the University of New Hampshire (Vendor # 177867-B046), 51 College Road, Durham NH 03824, for an educational tuition partnership that will provide educational opportunities in the field of social work to qualified current and future employees of the Division for Children, Youth and Families, in an amount not to exceed \$318,885, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Funds are available in the following account in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016 with the ability to adjust encumbrances between State fiscal years through the Budget Office if needed and justified.

**05-095-42-421010-29600000-066-500544-40160002 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: CHILD PROTECTION, ORG'L LEARNING & QUALITY IMPROVEMENT**

SFY	Class/Object	Class Title	Activity Number	Budget
2015	066-500544	Contracts for Program Services	40160002	\$158,467
2016	066-500544	Contracts for Program Services	40160002	\$160,418
			<b>Total:</b>	<b>\$318,885</b>

**EXPLANATION**

The Division for Children, Youth and Families has experienced employee attrition rates that eclipse the availability of properly trained/educated child welfare professionals in the workplace to fill vacancies. This has caused significant delays in recruitment. In recent years, this partnership has been used to assist current Division for Children, Youth and Families employees who have applied for Masters' level programs to pursue long term training goals to remain Division employees. This Educational Tuition Partnership provides the Division for

Children, Youth and Families with a mechanism with which to recruit and retain employees and also cultivate a skilled and competent workforce in the social work field.

The Educational and Tuition Partnership began in 2002, to address the lack of properly trained/educated child welfare professionals in the workplace to fill vacant positions due to high employee attrition experienced by the Division for Children, Youth and Families. In recent years, this partnership was offered to current Division for Children, Youth and Families employees who had applied for masters' level programs to advance their skills and pursue long term training goals to remain employees and continue to contribute to the Division's mission and vision. This partnership has provided the Division for Children, Youth and Families a mechanism with which to cultivate a skilled and competent workforce, by sponsoring Bachelor's or Master's level students for one to two years of their college education.

The Division for Children, Youth and Families has sponsored over two hundred students in this partnership for its workforce and has succeeded in incorporating a child welfare focus into the social work curriculum.

The partnership continues to allow for higher quality coursework preparation for the Division for Children, Youth and Families' workforce, as well as incorporation of current social work research into the Division for Children, Youth and Families' staff training program.

This contract was competitively bid. On January 31, 2014 the Department of Health and Human Services issued a Request for Proposals to solicit proposals for an Educational Tuition Partnership that provides educational opportunities in the field of social work to qualified current and future employees of the Division for Children, Youth and Families. The request for proposals was available on the Department of Health and Human Services' website from January 31, 2014 through March 14, 2014. There were two (2) proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements and the Division for Children, Youth and Families' Educational Tuition Partnership program. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Both proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreements for up to two additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Her Excellency, Margaret Wood Hassan  
and the Honorable Council  
Page 3 of 3

Should Governor and Council not authorize this request; the availability to fill vacancies with properly trained and qualified professionals will greatly diminish. Experienced employees may find other employment opportunities causing a higher attrition rate and outcomes for children and families may be greatly compromised. This includes children being placed at greater risk due to inadequate preparation and on-going support to staff.

Area Served: Statewide.

Source of Funds: 100% Federal Funds.

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

Respectfully submitted,



Mary Ann Cooney  
Associate Commissioner

Approved By:   
Nicholas A. Toumpas  
Commissioner



**New Hampshire Department of Health and Human Services  
Office of Business Operations  
Contracts & Procurement Unit  
Summary Scoring Sheet**

**Educational Tuition Partnership**

RFP Name

15-DHHS-OHS-DCYF-03

RFP Number

**Bidder Name**

1. University of New Hampshire

2. Plymouth State University

3. 0

4. 0

Pass/Fail	Maximum Points
	200
	200
	200
	200

**Reviewer Names**

1. Sherri Levesque, Administrator III

2. Heidi Young, Administrator I

3. Jason Escabi, Supervisor VI

4. Dague Clark, Fiscal Administrator

5.

6.

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Health and Human Services**

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 Health and Human Services**, (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 **6/30/16**. 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: **Educational Tuition 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: Heidi Young, Administrator I  
Address: Div. for Children, Youth and Families  
129 Pleasant Street  
Concord NH 03301

Phone: 603-271-7212

**Campus Project Administrator**

Name: Dianne Hall  
Address: University of New Hampshire  
Grant and Contract Administrator  
51 College Rd.  
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: Sherri Levesque, Administrator III  
Address: Div. for Children, Youth and Families  
129 Pleasant Street  
Concord NH 03301

Phone: 603-271-4229

**Campus Project Director**

Name: Anne Broussard, Associate Professor  
Address: University of New Hampshire  
UNH Social Work  
51 College Road  
Durham NH 03824

Phone: 603-535-3953

F. Total State funds in the amount of \$318,885 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 24.8 % 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. \_\_\_\_\_ from the Catalog of Federal Domestic Assistance, Federal Agency Department of Health and Human Services, Administration for Children and Families, Foster Care Title IV-E Recovery under CFDA# 93.658, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program under CFDA# 93.645 and Administration for Children and Families, Social Services Block Grant under CFDA# 93.667. 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.

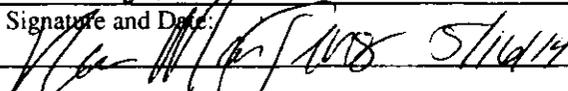
This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties 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 Health and Human Services have executed this Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen

Title: Manager, Research Administration

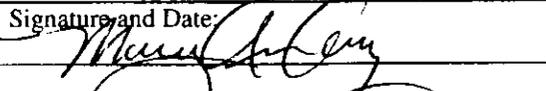
Signature and Date:  5/16/14

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

**By An Authorized Official of:  
Department of Health and Human  
Services**

Name: Mary Ann Cooney

Title: Associate Commissioner

Signature and Date: 

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

Name: Mik Brown  
Title: Sr. Asst. Atty General  
Signature and Date: 5/29/14

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

### EXHIBIT A

- A. Project Title:** Educational Tuition Partnership
- B. Project Period:** July 1, 2014 or date of Governor and Executive Council approval, whichever is later through June 30, 2016. The Division reserves the right to renew the contract for up to two additional years, subject to continued availability of funds, satisfactory performance of services, and approval by Governor and Executive Council.
- C. Objectives:** Provide educational opportunities in the field of social work to qualified current and future employees of the Division for Children, Youth and Families.
- D. Scope of Work:** Scope of Service to Be Provided:
- D1. The Division for Children, Youth and Families (DCYF) will accept up to five (5) educationally qualified, full-time students per state fiscal year. DCYF reserves the right to reduce the number of participants; and the right to authorize part-time student participation in the partnership. The Contractor will be responsible for awarding eligible students with tuition assistance. This will include:
- D1.1. Selecting eligible students ( a maximum of five (5) students per state fiscal year) through a competitive screening process within DCYF for employees and within UNH-DSW for prospective employees on an agreed upon criteria (see Exhibit A-1). Final selections will include two (2) steps:
- D1.1.1. Determination of eligibility of candidacy to the Educational Tuition Partnership by the selection committee minimally comprised of:
- D1.1.1.1. DCYF director or designee;
- D1.1.1.2. DCYF Staff member or supervisor selected by the BOLQI Training administrator; and
- D1.1.1.3. UNH DSW Project Directors and or designees
- D1.1.2. Scoring on a final interview, shadowing experience and written reflection.
- D1.2. Assuring tuition assistance is equitably awarded giving preference to DCYF employees.
- D1.2.1. Students in the BSW or MSW degree programs will be selected from current DCYF employee applicants prior to prospective DHHS employees.
- D1.3. Allocating funds for tuition assistance and stipend assistance to be available each semester
- D2. Assuring all provisions (service, internship and reimbursement) are accepted and adhered to by the student prior to awarding any tuition assistance. This will include but is not limited to:
- D2.1. Obtaining a signed agreement from candidates, who are not current DCYF employees, to accept employment with DCYF at any of its locations, or with pre-approval to its parent agency DHHS, within three (3) months of completing the program, prior to the candidate beginning the Educational Tuition Partnership Program. The Contractor will:
- D2.1.1. Explain the service commitment requirement (see Exhibit A-1"2. Service Commitment") and ensure candidates understanding prior to permitting them to sign it.
- D2.1.2. Ensure that BSW students have an additional "check in" with the selection committee between selection and internship if the internship will not begin for 12 months or more after the initial acceptance.

- D2.1.3. Terminate and explain the repayment requirement to any candidate that fails to follow DCYF policies upon notification from DCYF of such failure.
- D2.1.4. Forward the original executed agreement to DCYF, retaining a copy for their records.
- D2.1.5. Provide DCYF documentation of all costs paid through the program to the Campus on behalf of a candidate required to repay DCYF within 30 days of any request from DCYF.
- D2.2. Obtaining a signed agreement from candidates employed by DCYF regarding service commitment and repayment if candidate fails to meet the terms of the agreement. The Contractor will:
  - D2.2.1. Explain the service commitment requirement and ensure candidates understanding prior to permitting them to sign it.
  - D2.2.2. Forward the original executed agreement to DCYF, retaining a copy for their records.
  - D2.2.3. Provide DCYF documentation of all costs paid through the program to the Campus on behalf of a candidate required to repay DCYF within 30 days of any request from DCYF.
- D3. Developing, updating and providing materials such as brochures, web-site advertising etc. to promote the Educational Tuition Partnership Program. This will include but is not limited to:
  - D3.1. Updating the Educational Tuition Partnership brochure regularly in collaboration with DCYF and making it available on the UNH-DSW website;
  - D3.2. Using the internet, social media and radio stations to inform students about UNH BSW and MSW programs, including the Educational Tuition Partnership.
  - D3.3. Having distance education courses available at both the undergraduate and graduate levels to increase accessibility for students that live too far from campus to commute to traditional campus-based programs.
  - D3.4. Making Educational Tuition Partnership brochures available at both on and off campus career fairs.
- D4. Accommodating students working full time by:
  - D4.1. Offering the traditional face to face model where courses are available both day and evening at the Durham campus;
  - D4.2. Offering the week-end model where courses are available Friday evenings and Saturday mornings at the Manchester campus.
  - D4.3. Offering the online distance education model that provides courses online.
- D5. Ensuring course content is reviewed and updated annually to be consistent with policy and practice improvements made by the Division for Children, Youth and Families. This includes but is not limited to:
  - D5.1. Updating and providing historical context of the child welfare system inclusive of current practice, with a focus on evidence-based practices for the existing child welfare course;
  - D5.2. Developing new coursework and certification programs in child welfare topics in collaboration with DCYF and the Center for Professional Excellence;
  - D5.3. Reviewing all child welfare related courses annually in partnership with key DCYF staffmembers and faculty charged with keeping courses up-to-date.
- D6. Identifying and evaluating student participant needs, both as students and prospective or current Division for Children, Youth and Families' employees. This will include:
  - D6.1. Surveying students involved with the program to obtain solicited feedback to identify:
    - D6.1.1. Program performance;
    - D6.1.2. Suggestions for program improvement
  - D6.2. Interviewing the ETP Title IV-E Program Coordinator
  - D6.3. Conducting telephone interview with DCYF Administrators.
- D7. Collaborating with the Division for Children, Youth and Families (DCYF), Bureau of Organizational Learning and Quality Improvement (BOLQI) and Center for Professional Excellence (CPE) to bring current research and/or curriculum updates to existing Division for Children, Youth and Families staff training based on current social work research and child welfare practice that aligns with DCYF's Practice Model.

- D8. Providing or collaborating on at least one form of research or evaluation annually related to child welfare that can inform and/or impact continuous quality improvement activities in the Division.
- D9. Providing staffing to fulfill the requirements of this contract, this includes the following positions;
  - D9.1. Program Director with a minimum of a Master's level degree in Social Work;
  - D9.2. Lead Evaluator with a minimum of a Master's level degree in Social Work; and
  - D9.3. Principal Investigator with a minimum of a Master's level degree in Social Work.
- D10. Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that 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.
- D11. Maintaining and securing all training materials in a confidential area. This includes but is not limited to any and all case scenarios, photographs, case information, as well as training data and training records of attendees through this contract.

**E. Deliverables Schedule:**

- E1. The Contractor will submit an evaluation report to the Bureau Administrator and Training Administer of the Bureau for Organizational Learning and Quality Improvement (BOLQI) at DCYF within 90 days after the end of each state fiscal year that shall incorporate both process and outcome measures. The report will:
  - E1.1. Contain feedback from those involved with the program, including data and feedback regarding post-graduate retention in Division employment, this data will be obtained by;
    - E.1.1.1. tracking demographic data;
    - E.1.1.2. supporting questionnaire administrations;
    - E.1.1.3. assessing competencies;
    - E.1.1.4. submitting progress reports; and
    - E.1.1.5. participating in qualitative interviews.
  - E1.2. Provide recommendations and an outline of the steps taken for improvement of the program;
  - E1.3. Identify program challenges with strategies for improvement;
  - E1.4. Survey results from participants, Educational Tuition Partnership (ETP) Director, DCYF student intern Supervisors, post graduate students, and DCYF Program staff;
  - E1.5. Contain the names of the participants, and their grades with courses taken.
  - E1.6. Contain an assessment of participant's knowledge regarding child welfare (including their knowledge of NH's system) upon entering the program and after graduation.

**F. Budget and Invoicing Instructions:** The Campus will submit invoices to the State on regular Campus invoice forms, no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the project period specified above in accordance with the budget provided below:

Budget Items	State Funding FY 14	Cost Sharing FY14	State Funding FY15	Cost Sharing FY15	Project Total
1. Salaries & Wages	35,922	27,198	36,999	28,014	\$128,133
2. Employee Fringe Benefits	11,156	10,471	11,491	10,785	\$43,903
3. Travel	0	0	0	0	0
4. Supplies and Services	93,310	250	93,309	251	\$187,120

Campus Authorized Official   
Date 5/14/14

5. Equipment	0	0	0	0	0
6. Facilities & Admin					
Cost	18,079	14,485	18,619	14,917	\$66,100
Sub Totals	158,467	57,103	160,419	55,189	\$425,256
State Funding Total	318,885				
Cost Share	106,371				
Project Total	425,256				

Invoices shall be sent to:

Fiscal Administrator  
 Division for Children, Youth and Families  
 Department of Health and Human Services  
 129 Pleasant Street  
 Concord, NH 03301  
 Email: dbclark@dhhs.state.nh.us

Upon receipt and approval of the invoices by the State Project Director, the State will issue payment to the Campus based upon the costs documented by the Campus.

The Campus will provide a report of the SFY expenses in accordance with the budget categories described above by July 30th of each year. Final billing for the agreement must be received by the State no more than 90 days after the contract end date.

## 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 the **Catalog of Federal Domestic Assistance, Federal Agency Department of Health and Human Services, Administration for Children and Families, Foster Care Title IV-E Recovery under CFDA# 93.658, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program under CFDA# 93.645 and Administration for Children and Families, Social Services Block Grant under CFDA# 93.667.**

Exhibit A-1  
Educational Tuition Partnership

Criteria for Selection and Service Commitment of the Educational Tuition Partnership

**Terminology for Contract:**

UNH – University of New Hampshire  
DSW- Department of Social Work  
MSW- Master of Social Work  
BSW – Bachelor of Social Work  
DCYF – Division for Children, Youth and Families  
ETP – Educational Tuition Partnership  
DHHS – Department of Health and Human Services  
BEAS – Bureau of Elderly and Adult Services

**1. Criteria for Selection:**

- 1.1. Acceptance into the UNH-DSW (Sample Schedule and Course Descriptions, located on the Campus website)
  - 1.1.1. MSW Program; OR
  - 1.1.2. BSW Program (this requires that a student be of Junior status, i.e., 64 credits must be completed) and can provide documented proof of acceptance.
  - 1.1.3. The candidate is in good standing with the UNH-DSW.
- 1.2. A timely submitted written application including a 3-4 page essay detailing the following:
  - 1.2.1. Personal information, background, education, and experience relating to social work and child welfare;
  - 1.2.2. How a BSW or MSW would improve the quality of the candidate's capacity for working in the field of child welfare;
  - 1.2.3. Feedback on the of the realistic job previews for the Child Protective Service Worker and the Youth Counselor;
  - 1.2.4. Description of the candidate's current child welfare job, if applicable, including caseloads and responsibilities;
  - 1.2.5. Description of how the candidate sees themselves working for DCYF post graduation and how that fits into their career goals; and a
  - 1.2.6. Description of all relevant volunteer activities.
- 1.3. Three letters of recommendation. Each letter shall include, at a minimum:
  - 1.3.1. In what capacity that person has worked with the candidate.
  - 1.3.2. How long they have known the candidate.
  - 1.3.3. Why they are recommending the candidate for the ETP.
  - 1.3.4. If the candidate is currently an employee of DCYF, one of the letters of recommendation must be submitted by his or her immediate supervisor and detail the following:
    - 1.3.5. How the supervisor thinks a BSW or MSW will improve the quality of the candidate's work.
    - 1.3.6. Commitment to and outline of how the supervisor will adjust the candidate's job responsibilities (i.e. flex time).
    - 1.3.7. Evaluation of the candidate's job performance, strengths and areas needing work.
    - 1.3.8. What qualities does the applicant possess that would make her/him deserving of acceptance into the program.

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Exhibit A-1  
Educational Tuition Partnership

- 1.4. If the candidate is not a current employee of DCYF, to ensure that he or she is potentially eligible for future employment with DCYF and therefore potentially able to fulfill the ETP service commitment, the candidate must submit to and successfully pass a criminal background, Bureau of Elderly and Adult Services check and DCYF Central Registry check at the time of application and at the start of their internship if over 12 months.
- 1.5. Once the UNH-DSW has determined the set of eligible candidates, the ETP Program Director will coordinate a schedule for candidate interviews with the Selection Committee.
- 1.6. Each candidate shall complete an interview that is conducted with at least three members of the Selection Committee. Suggested interview questions include:
  - 1.6.1. Why do you want to be a part of DCYF?
  - 1.6.2. Could you summarize your reaction to the DCYF Realistic Job Previews for both Child Protective Service Workers and Youth Counselors?
  - 1.6.3. What do you feel are your strengths and areas needing improvement?
  - 1.6.4. Why do you think you should be chosen for this program?
  - 1.6.5. How will you balance your school and work responsibilities?
  - 1.6.6. How supportive do you feel your co-workers and supervisor will be of your decision to further your education?
  - 1.6.7. Where do you see yourself in five years?
- 1.7. The Selection committee shall determine whether non-employee candidates will be referred for a one-day job shadowing in a DCYF office. The UNH Project Coordinator will arrange a shadowing date with DCYF if needed. Upon completion of the shadowing experience, candidates will be submit a one-page written reflection of their experience to the committee for consideration in the selection process. objectivity. No candidates will be offered a place in the ETP program until all components of the selection process have been completed, including the job shadowing and a written reflection.
- 1.8. The Selection Committee shall make the final selection of ETP participants from the pool of candidates they have determined eligible for the ETP program. Final candidate selection will be based on a point system to maintain. The written components of the application and the interview will be weighted as follows:

Personal Statement	4 points
Letters of reference	4 points
GPA	4 points
Work Experience (SW related)	4 points
Interview	8 points
Shadowing experience and Written reflection	<u>8 points</u>
	32 points

**2. Service Commitment of Participants:**

- 2.1. Participants shall have a service commitment to the Division for Children, Youth and Families of two years of full-time employment for each academic year (two semesters) of education provided through the ETP. Part-time students will have a modified commitment period of one year of full-time DCYF employment for each academic year (two semesters) of education provided. This service commitment

Exhibit A-1  
Educational Tuition Partnership

cannot begin to be met until the participant has successfully completed the ETP and received their BSW or MSW from the Campus.

- 2.1.1. DCYF reserve the right to allow the service commitment to be met through employment in its parent agency, the New Hampshire Department of Health and Human Services. Exercise of this right may be made on an individual participant basis and only upon approval of the DCYF Director.
  - 2.2. All participants are required to possess and maintain a valid driver's license, reliable transportation, liability insurance and for them to successfully pass another criminal records, DCYF Central Registry check and a BEAS check prior to beginning the participant's practicum experience. These requirements shall be met, and remain in full force, for a period no less than two months after completing the ETP.
  - 2.3. If said participant due to unforeseen circumstances (illness of self or immediate family member), must break off or take leave of absence from their education, a letter of explanation must be sent by the participant to the UNH ETP Program Director. The UNH ETP Program Director will make a recommendation for acceptance to the DCYF Director of his/her designee. The letter should include date of anticipated return, if any. If the participant does not return, he/she will be required to refund the entire amount of tuition, stipends and an additional administrative fee of 10% of the total cost expended through the program on behalf to the participant.
  - 2.4. If said participant does not accept employment with DCYF or its parent agency, DHHS or voluntarily leave employment prior to fulfilling the service commitment referenced above, or fails to complete all of the required coursework (achieving at least the grade of "C"), he/she will be required to refund the entire amount of tuition, stipends and an additional administrative fee of 10% of the total cost expended through the program on behalf to the participant. No refund will be required if there is not a job vacancy within three (3) months of the participant's completion of the CPSW and receipt of their BSW or MSW, or if DCYF does not hire the participant within three (3) months or approve employment elsewhere in DHHS as a means to fulfill the service commitment.
- 3. Determination of Tuition and/or Stipend Support Level:**
- 3.1. The tuition amount shall be limited to the tuition levels for the Campus' BSW or MSW program.
    - 3.1.1. Stipends shall be made available to participants that are in full-time student status only. This stipend may be used to purchase books, materials and other necessities required to complete the program. Participants' travel costs associated with traveling to and from classrooms and/or practica are not supported through this agreement. Full-time BSW students shall be awarded a \$1,250 stipend per semester, not to exceed \$2,500 per academic year; MSW students' stipend per semester shall be awarded at \$1,500, not to exceed \$3,000 per academic year.
    - 3.1.2. Participants' travel costs associated with traveling to and from classrooms and/or practice shall be supported directly by DCYF only if the location is distanced from the Campus. Such costs shall be reimbursed to participants through the same process utilized by DCYF employees. It shall be a

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Exhibit A-1  
Educational Tuition Partnership

participant's responsibility to seek such reimbursement and to comply with the same requirements for timely filing of requests as DCYF employees. Participants that do not comply with such requirements shall not be entitled to the requested travel reimbursement.

**4. Requirement Participants Must Adhere to:**

- 4.1. Participants shall complete all required coursework for a BSW or MSW, as outlined by the Campus' Department of Social Work and attend all DCYF pre-service training offered during their participation in the program unless previously attended.
  - 4.1.1. **BSW Participants shall also complete the following courses:**
    - 4.1.1.1. SW 705 Child Welfare: Policies, Programs and Practice;
    - 4.1.1.2. One elective course in the area of diversity, as listed by the Department of Social Work;
    - 4.1.1.3. One seminar or elective, as described in this Exhibit;
    - 4.1.1.4. At least one additional elective in one or more of the following areas – child development, family dynamics, domestic violence, substance abuse and dependency, mental illness and/or developmental disabilities; and
    - 4.1.1.5. A Social Work Field Internship completed at DCYF.
  - 4.1.2. **MSW Participants shall also complete the following courses:**
    - 4.1.2.1. SW 805 Child Welfare: Policies, Programs and Practices;
    - 4.1.2.2. One seminar or elective, that incorporates components of DCYF's Core Curriculum and must be aligned with current needs and practice of the Department of Health and Human Services (DHHS). This requirement may be waived if the participant has already completed it as part of their Bachelor's program or as a DHHS employee;
    - 4.1.2.3. One additional elective in one of the following areas – child development, family dynamics, family violence, substance abuse and dependency, social work and the law, mental illness and/or developmental disabilities; and
    - 4.1.2.4. One of the two Social Work Field Internships completed at DCYF.
  - 4.1.3. Participants shall seek a waiver from the UNH ETP Program Director when unable to attend DCYF pre-service trainings.
- 4.2. All participants must remain in good standing with the Campus's Department of Social Work and with DCYF throughout the completion of the ETP or he/she will be required to refund the entire amount of tuition, stipends and an additional administrative fee of 10% of the total cost expended through the program on behalf to the participant.