



Frank Edelblut
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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April 26, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation to enter into a **Sole Source** contract with the University of New Hampshire, Durham, New Hampshire (Vendor Code 177867), in an amount not to exceed \$150,000.00, to provide an Inclusive Higher Education Program to individuals with intellectual disabilities, effective upon Governor and Council approval for the period through September 30, 2020. 100% State Funds.

Funds to support this request are available in the account titled Field Programs - Match in FY 2019 and are anticipated to be available in the account titled Vocational Rehabilitation- State Match in FY 2020 upon the 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, if needed and justified.

06-56-56-565010-25380000-601-500931	<u>FY 2019</u>
State Fund Match	\$100,000
06-56-56-565010-25360000-601-500931	<u>FY 2020</u>
State Fund Match	\$50,000

EXPLANATION

This request is **Sole Source** to help develop and implement an Inclusive Higher Education Program at the University of New Hampshire titled, UNH-4U. The University of New Hampshire has been in partnership with the Department of Education on many projects, and the purpose of this funding is to develop and implement a pilot program based on a national program

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And the Honorable Executive Council

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called, "Think College" for up to 10 students. The purpose of this program is to enhance education and career learning experiences for individuals with intellectual disabilities to assist in the competitive, integrated employment of these participants.

The work environment for individuals with disabilities is changing, with entry-level positions in many companies disappearing. It is with this changing workforce landscape the Bureau of Vocational Rehabilitation, in partnership with the University of New Hampshire, can implement this program to enhance employment opportunities in career pathways for individuals with intellectual disabilities.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut". The signature is written in a cursive, somewhat stylized font.

Frank Edelblut

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"), Department of Education 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 **9/30/2020**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.

C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: UNH-4U

D. The following individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator	Campus Project Administrator
Name: Lisa Hinson-Hatz	Name: Susan Sosa
Address: NH Department of Education 21 S. Fruit Street, Suite 20 Concord, NH 03301	Address: 51 College Road Durham NH 03824
Phone: 603-271-7080	Phone: 603-862-4848

E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director	Campus Project Director
Name: Louise Belanger	Name: Tobey Partch-Davies
Address: NH Department of Education 21 S. Fruit Street, Suite 20 Concord, NH 03301	Address: 56 Old Suncook Road-Suite 2 Concord, NH 03301
Phone: 603-271-3810	Phone: 603-228-2084

Campus Authorized Official KJ
Date 5/15/19

F. Total State funds in the amount of \$150,000 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 Click here to enter text. % 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 ____ 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 Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

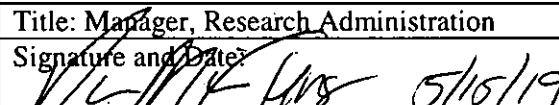
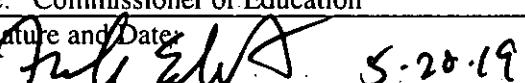
Article(s) ____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

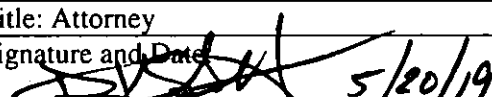
H. State has chosen **not to take** possession of equipment purchased under this Agreement.

State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

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

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

By An Authorized Official of:	By An Authorized Official of:
University of New Hampshire	Department of Education
Name: Karen Jensen	Name: Frank Edelblut
Title: Manager, Research Administration	Title: Commissioner of Education
Signature and Date:  5/15/19	Signature and Date:  5-20-19

By An Authorized Official of:	By An Authorized Official of:
The New Hampshire Office of the Attorney General	The New Hampshire Governor & Executive Council
Name: Richard K Sala	Name:
Title: Attorney	Title:
Signature and Date:  5/20/19	Signature and Date:


Campus Authorized Official 
Date 5/15/19

EXHIBIT A

A. Project Title: UNH-4U

B. Project Period: Effective upon Governor and Council approval until 9/30/2020.

C. Objectives: The program's primary purpose is to develop and implement a pilot program in NH for inclusive higher education. This partnership effort will strive to increase college-based certificate programs for young adults with intellectual disabilities in New Hampshire higher education settings that will strive to improve employment rates. The program may provide a mix of credit and non-credit course offerings, and over time may include extracurricular activities that provide accessible, integrated and developmental opportunities for: customized employment, academic enrichment, campus/community membership, financial literacy, independent living (community-integrated housing), personal mobility and transportation systems training and socialization with peers in common career pathways. In addition to the college partnership, the program will work with employers, workforce development programs, and community rehabilitation programs to increase success of the employment outcomes. New Hampshire Vocational Rehabilitation (NHVR) will be the lead state agency working with UNH on this project.

The UNH campus shall ensure that the pilot and final program design utilizes a curriculum that is aligned with the Model Comprehensive Transition and Postsecondary Programs for Students/Participants with Intellectual Disabilities (TPSID) and that competitive, integrated employment is the intended outcome for any program participant. Fidelity to the program model is important for the success of students/participants.

The UNH campus shall also identify and advocate for new ways to enable other public and private funding streams to sustain such certificate programs if grant funding is no longer available. These shall include but are not limited to local education agencies allowing students/participants enrolled in special education to attend college-based certificate programs with special education funds while still enrolled in secondary education. VR will be allowing the UNH-4U certificate programs to be an eligible service. Additional costs could be covered (partially or otherwise) in partnership with the Bureau of Developmental Services, which allows home and community-based waiver dollars be used to pay for such certificate programs and cover any associated costs including but not limited to housing or transportation.


D. Scope of Work:

NHVR has traditionally been a leader in "school-to-work" transition for students and youth with disabilities since the authorization of the Workforce Innovation and Opportunity Act (WIOA). The NHVR recognizes that assisting young adults with disabilities to access postsecondary training and subsequently the workforce helps to increase this population's financial independence and self-sufficiency, thereby decreasing their long-term dependency on public services and funds. In its efforts to continually improve and increase services to young adults with disabilities, NHVR has consistently collaborated with its partners in the Departments of Education and Health and Human Services. Partnership efforts have been to develop interagency policies and procedures, to deliver coordinated services, and to implement effective and innovative transition models of service delivery. Despite these efforts, young adults with intellectual disabilities remain significantly under-employed or unemployed; therefore, NH needs programs like this to assist this often-neglected segment of the population.

For this scope of services, the University of New Hampshire (UNH) shall provide:

Campus Authorized Official

Date


5/15/19

- Develop a two-year pilot program to upskill individuals with intellectual disabilities to achieve competitive integrated employment. Identify, attract, and enroll young adults with intellectual disabilities in this program. Provide individual supports and services for the academic and social inclusion of young adults with intellectual disabilities in academic courses, extracurricular activities, and other aspects of the eligible college or university's regular campus experience.
- Provide a focus on integrated work experiences, career skills, academic enrichment, socialization, independent living skills, financial literacy, and self-advocacy skills that lead to community integrated, customized and/or competitive employment.
- Integrate person-centered planning for each youth or young adult with an intellectual disability participating in the pilot program.
- Develop and supervise job internships, along with Community Rehabilitation Programs, for participants during their final semester.
- Participate with the Campus in the evaluation of pilot project components, including data collection, storage, analyses, and reporting of participant outcomes to NHVR.
- Engage in regular meetings or conference calls with program staff and on an annual basis with NHVR Project Leads to discuss project progress, successes, challenges and strategies.
- Plan for the sustainability of the pilot project after the end of the grant period (i.e. private pay;
- Potential for financial aid for college training from NHVR; "fee for service" under IDEA, NH Waivers, Workforce Development, etc.)
- Create mechanisms to offer a meaningful credential or certificate upon completion of the pilot to participants.
- Explore approval through the Office of Postsecondary Education (OPE) as a Comprehensive Transition and Postsecondary (CTP) Program.
- Utilize authorized funding from NHVR for the development and pilot planning for individualized educational program for each participant;
- Provide training that supports skill development and measurable skill gains for purposes of preparing for, obtaining and maintaining competitive integrated employment;
- Respond to questions and inquiries from the NHVR counseling and administrative liaison staff;
- Develop a student outcome tracking system related to NHVR targeted performance measures NHVR counselors can use to report in AWARE.
- Include NHVR administrative staff in substantial programmatic change proposals that may impact this MOU;
- Provide needed consultation, technical assistance, training and feedback to NHVR; and
- Submit quarterly and annual student/participant outcome reporting.

The Bureau of Vocational Rehabilitation will:

- Support the development of the pilot program and the participation of NHVR eligible individuals each year for two years in the full program who have been identified with an intellectual disability for the UNH-4U in accordance with:
 - The informed choice of each individual and supported by the comprehensive assessment of rehabilitation needs;
 - Eligibility Determination;
 - Order of Selection parameters;
 - Prepare an individualized plan for employment to include UNH-4U; and
 - Costs up to \$10,000 per student/participant, factoring in availability of funding.
- Ensure that counseling staff of those participating in the program will be available to participate in planning, progress, and graduation meetings and activities.
- Identify an administrative liaison to the Campus for this project, and have them participate in planned and ad hoc communications related to the UNH-4U program, and provide needed consultation, technical assistance, training and feedback to the Campus.

Campus Authorized Official

Date

KJ
5/15/19

E. Deliverables Schedule:

UNH is responsible for the following schedule of deliverables, identified below:

June 2019-Early August 2019

- Pilot Components Development
- Participant recruitment and referral to Pilot Program (managed by IOD)
- Participant Orientation
- Mentor Identification and Training

September 2019-December 2019

- Identification of:
 - potential courses of interest to audit (based on availability)
 - integrated work experiences
 - career skills training
 - socialization opportunities
 - independent living skills
 - financial literacy
 - self-advocacy skills that lead to community integrated, customized and/or competitive employment.
- Explore housing options and required supports (potential in year two)
- Monthly Check-Ins with participants
- End of Semester Evaluation of pilot
- Planning for Next Semester

January 2020-May 2020

- Second Semester Programming (similar to above)
- Explore Work-Based Learning Component
- Peer Mentor Evaluation

June 2020-September 2020

- Job Development and Placement
- Stakeholder planning retreat and review of pilot outcomes
- Lessons learned and final report.

F. Budget and Invoicing Instructions:

The UNH Campus will submit quarterly invoices and provide feedback on the program. The state will pay the UNH Campus within 30 days of receipt of invoice. The Campus Project Director will submit brief quarterly progress reports describing the progress and cost allocations made in development, implementation, and student educational program.

Payment Schedule

Campus Authorized Official

Date

KJ
5/15/17

Upon signature from G&C: \$100,000 will be paid to initiate development work for UNH4U pilot project

9/1/19: \$10,000
12/1/19: \$10,000
3/1/20: \$10,000
6/1/20: \$10,000
9/1/20: \$10,000

Funds to support this request are available for FY 19, in the account titled VR Field Programs, and are anticipated to be available in FY 20, in the account titled Vocational Rehab State Match, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

Funding Source:

	<u>FY 2019</u>
06-56-56-565010-25380000-601-500931 VR Field Programs	\$100,000
	<u>FY 2020</u>
06-56-56-565010-25360000-601-500931 Vocational Rehab State Fund Match	\$50,000

Campus Authorized Official WJ
Date 5/15/19

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 Click here to enter text..

Campus Authorized Official

Date

KJ

5/15/19