



JUL 13 2016 10:43 AM

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

July 6, 2016

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

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education to enter into a cooperative project agreement with the University of New Hampshire, (Vendor Code #177867) in an amount not to exceed \$15,000.00 to assist the department's E³ Teen Fathering Program in the area of Family Life Education, effective upon Governor and Council approval through June 30, 2017. 100% Federal Funds.

Funding is available in the account titled Teed E3 Grant as follows:

	<u>FY17</u>
06-56-56-563010-50890000-102-500731 Contracts for Program Services	\$15,000.00

2. Subject to Governor and Council approval, authorize the Department of Education to include a renewal option in this contract for up to three additional one-year terms, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.

EXPLANATION

A Request for Proposals was posted on the department website on April 1, 2016 and in the Union Leader April 5-7, 2016. The Department was seeking an organization or individual to assist the New Hampshire Department of Education's (NH DOE) E³ Teen Fathering Program in the area of Family Life Education. A successful applicant would provide a narrative and work plan detailing their expertise and approach to meeting the following priorities:

- Design a curriculum that addresses research-based family needs of adolescent fathers and their families, and
- Implement the curriculum with NH non-profits and social services.

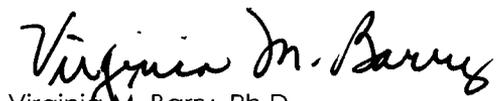
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
July 6, 2016
Page 2

Only one proposal was received. It was reviewed and rated, using the attached scoring rubric, by an evaluation team consisting of members of the Bureau of Integrated Programs (Kathryn Nichol and Jane Waterhouse). The team recommended this organization be brought forward for approval.

Dr. Tyler Jamison, on behalf of the University of New Hampshire, will provide services as the Family Life Education Consultant. Dr. Jamison holds a Bachelor's Degree in Psychology and Masters and Doctoral degrees in Human Development and Family Studies. She spent five years during her doctoral education working as a Family Life Educator on a relationship enhancement and enrichment program for low-income, unmarried new parents. In addition to these direct experiences, she has a research background that focuses on unmarried co-parenting and romantic relationship development. Her experience and qualifications exceed the minimum requirements within the RFP.

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

Respectfully submitted,


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

VMB:rf:emr

**Family Life Education Consultant RFP
Rubric**

Letter of Interest

5 /5

A letter of interest detailing professional and education experience as related to the Priority Areas (2) and the Minimum Requirements.

2.1 Teen Fatherhood Curriculum

- Design a curriculum that addresses research-based family needs of adolescent fathers and their families.
- Implement curriculum with NH non-profits and social services.



Yes or No

5.0 Minimum Requirements

Education: Master's degree from a recognized college or university with major in family studies or program evaluation; Doctorate preferred.

Experience: Five (5) years in a New Hampshire IHE; hands-on experience with family life education programs; knowledge and experience within the areas of adolescent development; knowledge and experience in strengths-based perspectives and systems theory.

Significance of Proposal

50 /50

Description of approach to Priority Area 2

25 /25

Technical Skill, including, but not limited to, data analysis, facilitation, collaboration, presentations, report writing, and product development

25 /25

Content knowledge in the Priority Area 2

Total: 105 /105

Date: May 1, 2016

Jane Waterhouse
Reviewer Name (Print)

Jane Waterhouse
Reviewer Signature

**Family Life Education Consultant RFP
Rubric**

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50 / 50 Description of approach to Priority Area 2

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25 / 25 Content knowledge in the Priority Area 2

Total 105 / 105

Date: 5/1/16

Kathryn J. Nichol
Reviewer Name (Print)

Kathryn J. Nichol
Reviewer Signature

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: **E3 Teen Fathering Program**

- 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: Peter Durso
 Address: Bureau of Integrated Programs
 101 Pleasant Street
 Concord, NH 03301
 Phone: 603-271-8315

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
 Sponsored Programs Administration
 51 College Road, 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: Peter Durso
 Address: Bureau of Integrated Programs
 101 Pleasant Street
 Concord, NH 03301
 Phone: 603-271-8315

Campus Project Director

Name: Tyler Jamison
 Address: University of New Hampshire
 Pettee Hall, Room 201
 55 College Road
 Durham, NH 03824
 Phone: 603-862-2135

F. Total State funds in the amount of \$15,000 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 % 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. 6 SP1AH000037-01-01 from US Department of Health and Human Services, Public Health Service under CFDA# 93.500. 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 M. Jensen

Title: Manager, Sponsored Programs Administration

Signature and Date:

[Handwritten Signature] 7/14/16

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

Name: Erin B. McIntyre

Title: Attorney

Signature and Date:

[Handwritten Signature]

By An Authorized Official of:
Department of Education

Name: Virginia M. Barry, Ph.D.

Title: Commissioner of Education

Signature and Date:

[Handwritten Signature] 7/25/16

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

Name:

Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** E3 Teen Fathering Program
- B. Project Period:** Effective upon Governor and Council approval through June 30, 2017.
- C. Objectives:** See Scope of Work
- D. Scope of Work:** Tyler Jamison, Ph.D. will provide the following services to the State
1. Build relationships with teen fathers and their families to better understand their needs
 2. Identify family strengths that can be utilized to form a support system for each father
 3. Partner with other fatherhood programs in the region to share curriculum and best practices
 4. Develop a curriculum that addresses key aspects of child development, early literacy, and attachment through hands-on applications and discussions
 5. Provide teen fathers with opportunities to bond with their children through unstructured play
 6. Assist fathers in gaining confidence with basic care tasks (e.g., feeding, diapering, clothing)
 7. Partner with early child development experts to offer workshops and assist with play groups
 8. Train facilitators to implement the FLE curriculum
 9. Assess the effectiveness of programming approaches and content by communicating with fathers about their experiences in the FLE component of E3
 10. Create assessments that address whether fathers have obtained competencies on curriculum goals and objectives
- E. Deliverables Schedule:** Annual Report to be submitted on progress and accomplishments. Report submitted for each father to document evidence that he has obtained competency in each of the program objectives.
- F. Budget and Invoicing Instructions:** Campus will submit invoices to 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 invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date. Invoices and reports shall be submitted to:

Peter Durso
Project Director
Bureau of Integrated Programs
101 Pleasant Street
Concord, NH 03301

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	8,800	0	8,800
2. Employee Fringe Benefits	730	0	730
3. Travel	450	0	450
4. Supplies and Services	1,115	0	1,115
5. Equipment	0	0	0
6. Facilities & Admin Costs	3,905	0	3,905
Subtotals	15,000	0	15,000
Total Project Costs:			15,000

Option to renew this contract for up to three additional one-year terms, subject to the contractor's acceptable performance of the terms therein, and pending sufficient funds.

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 **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.**