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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

December 3, 2013

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

REQUESTED ACTION

100% Federal funds

Authorize the New Hampshire Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with Granite State College (Vendor # 177491-B001), 26 College Drive, Concord NH 03301, in an amount not to exceed \$862,000, for the provision of an education and training partnership that provides training and education opportunities to resource families, residential care providers, certain post-adoptive families and Division for Children, Youth and Families staff, effective January 1, 2014 or date of Governor and Council approval, whichever is later, through December 31, 2014.

Funds to support this request are available in the following account in State Fiscal Years 2014 and 2015 budgets with the authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council:

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

SFY	Class/Object	Class Title	Activity Number	Budget
2014	067-500557	Training of Providers	42106011	\$431,000
2015	067-500557	Training of Providers	42106011	\$ 431,000
			Total:	\$862,000

EXPLANATION

The Department of Health and Human Services, Division for Children, Youth and Families is mandated by State and Federal regulations to deliver pre-service and ongoing education and training opportunities that are specific to working with children and families to resource families, residential care providers, Division for Children, Youth and Families staff and some post-adoptive families served by the Division. These education and training opportunities include instruction in the provision of care for children in out of home placement, family

engagement strategies that strengthen families, such as shared parenting, child development, and trauma informed supports to children and their families.

These education and training opportunities are held statewide at times and locations that are convenient to the target population and assist resource families, staff and providers in meeting annual training requirements. All learning opportunities funded through the Division are based upon four core principles of training: accessible, needs based, outcomes focused and local.

These components together form the Division's Education and Training Partnership. This partnership operates collaboratively with the Division, its Bureau of Organizational Learning and Quality Improvement, the Council on Organizational Learning and learning partners across the state. This supports a dynamic approach to ensure resource families, providers and staff, receive high quality training that responds to the unique and changing needs of children, youth and families served by the Division in line with the agency's Practice Model.

This request meets the conditions of the federal requirement to provide pre-service and ongoing education and training opportunities to resource families, residential care providers, Division for Children, Youth and Families staff and some post-adoptive families that are specific to working with children and families served by the Division.

This contract was competitively bid. On September 18, 2013 the Department issued a Request for Proposals to solicit proposals to provide an education and training partnership that provides training and education opportunities to resource families, residential care providers, certain post-adoptive families and Division for Children, Youth and Families staff. The request for proposals was available on the Department of Health and Human Services website from September 18, 2013 through October 8, 2013. There was one proposal submitted.

The proposal was 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' Education and Training Partnership Program. The team also included staff with significant business and management expertise.

The proposal was evaluated based on the criteria published in the Request for Proposals. Granite State College was selected. The bid summary is attached.

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

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

Her Excellency, Margaret Wood Hassan
And the Honorable Council
December 3, 2013
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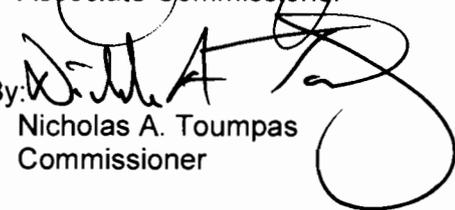
Area Served: Statewide.

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**

Education & Training Partnership _____

RFP Name

14-DHHS-DCYF-07 _____

RFP Number

Bidder Name

1. **Granite State College** _____

2. **0** _____

3. **0** _____

4. **0** _____

Pass/Fail	Maximum Points
	215
	215
	215
	215

Reviewer Names

1. Sherri Levesque, Administrator III
2. Eileen Mullen, Administrator III
3. Heidi Young, Administrator I
4. P.J. Nadeau, MBA CPM
5. _____
6. _____

COOPERATIVE PROJECT AGREEMENT

between the

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

and the

Granite State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Health and Human Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **Granite State College**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **12/31/14**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Education and Training Partnership**

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

State Project Administrator

Name: DAGUE CLARK
 Address: DCYF
129 PLEASANT STREET
CONCORD, NH 03301
 Phone: 603-271-4817

Campus Project Administrator

Name: Lisa Shawney
 Address: Granite State College
25 Hall St.
Concord, NH 03301
 Phone: 603.513.1335

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

State Project Director

Name: HEIDI YOUNG
 Address: DCYF
129 PLEASANT STREET
CONCORD, NH 03301
 Phone: 603-271-7212

Campus Project Director

Name: Suzanne Moberly
 Address: Granite State College
25 Hall St.
Concord, NH 03301
 Phone: 603.271.6625

F. Total State funds in the amount of \$862,000 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 **see Exhibits B-2 and B-3, attached** % 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. **Title IV-E and IV- B** from **US Department of Health and Human Services** under CFDA# **93.658 and 93.645**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

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

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

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

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **Granite State College** and the State of New Hampshire, **Department of Health and Human Services** have executed this Project Agreement.

**By An Authorized Official of:
Granite State College**

Name: Lisa Shaurey
Title: Exec. Director of Financial Affairs
Signature and Date: [Signature] 12/18/13

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

Name: MARY ANN COONEY
Title: ASSOCIATE COMMISSIONER
Signature and Date: [Signature] 12/04/13

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

Name: Mike Brennan
Title: Sen. Assoc. Atty General
Signature and Date: [Signature] 12/15/13

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

Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

- A. Project Title:** Education and Training Partnership
- B. Project Period:** January 1, 2014- December 31, 2014
- C. Objectives:** See Exhibit A-1, attached
- D. Scope of Work:** See Exhibit A-1, attached
- E. Deliverables Schedule:** See Exhibit A-1, attached
- F. Budget and Invoicing Instructions:** See Exhibit B-1, B-2, and B-3, attached
- G. Other:**



Scope of Services

1. Provisions Applicable To All Services

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.2. The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.

2. Services to Be Provided

The Contractor hereby covenants and agrees that during the term of this Agreement, it will provide services to coordinate the State's efforts to provide education and training programs that are responsive to the needs and preferences of resource families, residential care providers and Division for Children, Youth and Families (DCYF) staff who qualify for Title IV-E reimbursement for training and education. The services to be provided include, but are not limited to:

- 2.1. The contractor will create and deliver curricula that are based upon best practices or evidence-based elements available locally, regionally or nationally.
 - 2.1.1. Courses will be based upon four core principles of training:
 - 2.1.2. Accessible
 - 2.1.3. Needs based
 - 2.1.4. Outcomes focused
 - 2.1.5. Local
- 2.2. The contractor will ensure that all programs are particularly inclusive of the voice of birth parents and youth.
- 2.3. The contractor will collaborate with the Division for Children, Youth and Families (DCYF) and use the DCYF Practice Model, Guiding Principles and Beliefs to serve as a template for all curriculum development.
- 2.4. The contractor will operate a cooperative education and training program in conjunction with Division for Children, Youth and Families (DCYF) that includes the delivery of existing curricula that address the needs of resource families, residential care providers and DCYF staff.
 - 2.4.1. The following represents the minimum course offerings the contractor will provide:
 - 2.4.1.1 Foster and Adoptive Care Essentials (FACES): a training series that consists of 21 hours of instruction designed to prepare families to understand the needs of children in their care. The program consists of seven modules, including Orientation, Regulations, The Developing Child, Experiencing Grief & Loss, The Effects of Childhood Trauma, Promoting Positive Behavior and Developing Lifelong Connections.
 - 2.4.1.1.1. The Contractor will coordinate a minimum of 30 and a maximum of 34 FACES series annually statewide based on Division needs, unless otherwise authorized by the Bureau of Organizational Learning and Quality Improvement (BOLQI) Administrator (or designee).
 - 2.4.1.1.2. The Contractor will coordinate all modules of the training which includes:
 - 2.4.1.1.2.1. Developing and maintaining curriculum;
 - 2.4.1.1.2.2. Training space;
 - 2.4.1.1.2.3. Providing materials;
 - 2.4.1.1.2.4. Registration/attendance tracking;
 - 2.4.1.1.2.5. Conducting course evaluation;


10/2/13



Exhibit A

- 2.4.1.1.2.6. For Modules III – VII, the Contractor will also provide qualified instructors/trainers.
- 2.4.1.2 Caregiver On-Going Training (COT): training classes for existing caregivers, staff and providers.
 - 2.4.1.2.1. The Contractor will provide a minimum of 115 and a maximum of 120 classes annually statewide based on the Division needs;
 - 2.4.1.2.2. The Contractor will target marketing of COT specific to each population identified in Section 2.1
- 2.4.1.3 FACES or COT trainings with less than 7 registrants shall require approval of the BOLQI Training Administrator (or designee) before delivery, to ensure sufficient return on investment.
- 2.4.1.4 Residential Counselor Core Training (RCCT)
 - 2.4.1.4.1. The Contractor will provide at least 2 RCCT series annually statewide based on the Division needs, unless otherwise authorized by the Bureau of Organizational Learning and Quality Improvement (BOLQI) Administrator (or designee).
- 2.4.1.5 The Contractor will offer Relatively Speaking Training: a partial alternative to the FACES curriculum. It is designed to further understanding of the relative caregiver's role, enhance relationship skills and provide information on the impacts on the child, birth parent and the relative caregiver's family.
 - 2.4.1.5.1. The contractor will deliver the class in a simple-to-use three hour e-workbook
 - 2.4.1.5.2. Class communication will be done via email
 - 2.4.1.5.3. Classes in the series will include:
 - 2.4.1.5.3.1. About the Birth Parent
 - 2.4.1.5.3.2. About You
 - 2.4.1.5.3.3. About the Child
- 2.4.1.6 The Contractor will offer an annual Resource Worker Training Day to help DCYF Resource Workers and/or other DCYF staff develop skills to deliver curricula.
 - 2.4.1.6.1. The contractor will work with Division for Children, Youth and Families (DCYF) administrators and staff to determine resource worker or staff training needs and deliver necessary training.
- 2.4.1.7 The Contractor will offer a course that may be used to prepare identified trainers at a minimum of 4 times per calendar year.
- 2.4.1.8 The Contractor will offer and deliver a Better Together course which brings resource parents and birth parents together to learn and share their perspectives.
 - 2.4.1.8.1. This course will be offered upon request.
- 2.4.1.9 The Contractor will offer and deliver Instructor Professional Development to ensure instructors are kept up to date regarding new initiatives in training in New Hampshire.
 - 2.4.1.9.1. The contractor will proactively inform instructors of new developments that directly impact the content and delivery of course materials through:
 - 2.4.1.9.1.1. Email;
 - 2.4.1.9.1.2. Newsletters;
 - 2.4.1.9.1.3. Periodic trainings.
- 2.4.2. The contractor shall assess training needs/preferences of the target populations for this contract at a minimum through bi-annual surveys of each training population.
- 2.4.3. The contractor shall maintain current curricula for all courses delivered under the contract.
- 2.4.4. The contractor shall design and develop new curricula as needed. At least two, but not more than four, new classes will be developed annually in accordance with needs assessment data, inclusion of parent and youth voice, and/or Division needs.
- 2.4.5. The contractor will manage and provide reimbursement of childcare expenses incurred by resource families in order to attend trainings.

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Exhibit A

- 2.4.6. The Contractor shall provide all materials, equipment, and physical space for the training and education programs it delivers. Some of the materials and equipment that must be provided includes but is not limited to:
 - 2.4.6.1 Ten (10) computers that access USNH systems
 - 2.4.6.2 Video cameras
 - 2.4.6.3 Digital cameras
 - 2.4.6.4 All course related materials
- 2.4.7. All courses shall be offered at locations throughout the state, at times convenient to the target populations including evening sessions as needed.
- 2.4.8. The contractor shall have the option to operate from offices currently located at the DCYF Bureau of Organizational Learning & Quality Improvement training unit at the Dolloff Building, 117 Pleasant Street, Concord, NH. The contractor will provide all required office supplies and equipment for program maintenance. The contractor shall have at least one staff member who shall utilize the Department's email system to ensure ease of communication with Division staff.
- 2.5. The Contractor will develop capacity to provide a more comprehensive suite of available online and computer based classes by:
 - 2.5.1. Providing a written plan to the Department within four months of contract approval to develop and implement online training modules for FACES.
 - 2.5.2. Providing a written analysis and proposing concrete action steps for further development of online and computer based class/lesson delivery for all other contract related training programs as agreed upon with the Division.
 - 2.5.2.1 This analysis shall be provided to the Department within six months of contract approval.
- 2.6. The Contractor will function as one component of a larger, integrated training system within the Division that includes several other programs and contractors. As such, the Contractor will play a leadership role within the agency Council on Organizational Learning (CoOL), as well as integrate with and provide overall support for the Division's training unit.
 - 2.6.1. The contractor will work collaboratively with DCYF, its Bureau of Organizational Learning & Quality Improvement (BOLQI), the Bureau of Community and Family Services (BCFS), learning partners across the state, as well as with other community partners such as the NH Foster and Adoptive Parent Association (NH FAPA), Community and Faith Based Initiative, NH child placing agencies, UNH Center for Professional Excellence, UNH Cooperative Extension, NAMI NH, the Youth Advisory Board, and residential facilities throughout the state of New Hampshire, DCYF individually and through CoOL as necessary and practical to support the overall training system.
 - 2.6.2. The Contractor will participate/serve on the following Teams/Boards/committees :
 - 2.6.2.1 DCYF Parent Partner Strategy Team;
 - 2.6.2.2 Practice Model Implementation Team;
 - 2.6.2.3 the Youth Advisory Board;
 - 2.6.2.4 DCYF Peer TA Birth Parent Match Committee.
 - 2.6.3. The contractor will participate as requested in continuous quality improvement activities of the Division, such as Case Practice Reviews and Practice Improvement Initiatives.
- 2.7. The Contractor will participate and in some cases lead the subcommittees on the Division for Children, Youth and Families (DCYF) Council on Organizational Learning (CoOL)
- 2.8. The Contractor will coordinate the annual NH Foster and Adoptive Parent Association (FAPA) conference in partnership with the Division for Children, Youth and Families (DCYF) and the NH FAPA, up to the budgeted amount for direct costs for this event. This will include but is not limited to:
 - 2.8.1. Handling all elements of conference registration;
 - 2.8.2. Save the date brochure Development/production/distribution;
 - 2.8.3. Securing and paying for venue and coordinating venue based activities/services;
 - 2.8.4. Handling all elements of conference evaluation;
 - 2.8.5. Food selection and payment
 - 2.8.6. Acting as overall fiscal agent for the conference,
 - 2.8.7. Registration tracking and provision of training credit to attendees.

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10/21/13



Exhibit A

- 2.8.8. Soliciting and securing vendor agreements for exhibitors
- 2.8.9. Coordinating and convening of conference planning committee
- 2.8.10. Scheduling and development of agenda for conference planning committee
- 2.8.11. Coordinating Conference advertisements and event
- 2.8.12. Securing/paying for presenters
- 2.8.13. Development of conference workshops
- 2.9. The Contractor is responsible for training program data collection including, but not limited to, demographic information regarding attendees, individual training records for resource families, trainers, courses offered, training evaluations and curriculum archiving. Compatible data will be maintained in the Division's Statewide Automated Child Welfare Information System (SACWIS), NH Bridges to enhance system integration. The contractor will be responsible for the creation and maintenance of a database to track those elements not compatible with NH Bridges.
 - 2.9.1. The contractor will enter and maintain individual training records of foster parents in the NH Bridges system to the extent that system parameters allow, and will obtain releases from foster parents as needed to ensure FERPA compliance. This will ensure that foster parent training records are currently and permanently accessible to appropriate DCYF staff, and are inclusive of other training activities completed by foster parents outside of this contract, and integrated with the larger Division training system.
 - 2.9.2. The Contractor will utilize the Banner Student Information System registration platform and other databases as needed to collect other required data not able to be maintained in the NH Bridges system.
 - 2.9.3. The contractor will track all data relative to training activities in duplicated and unduplicated count, and will assess, maintain, and enhance the current tracking system regarding trainings inclusive of the final report conclusions and follow up.
 - 2.9.4. A combination of the data in Banner and the Education and Training Partnership database will be shared with Bureau of Organizational Learning and Quality Information (BOLQI) via weekly reports on registration information and quarterly reports on numbers of participants and rates of course completion.

3. Staff Requirements

- 3.1. The Contractor will provide 6.5 FTE staff members devoted to the Education & Training Partnership contract :
 - 3.1.1. Project Director III, responsible for:
 - 3.1.1.1 Overall Education and Training Partnership program planning;
 - 3.1.1.2 Budgeting;
 - 3.1.1.3 Implementation
 - 3.1.1.4 Maintenance,;
 - 3.1.1.5 Supervision of staff.
 - 3.1.2. Curriculum Planning Specialist, responsible for:
 - 3.1.2.1 Development and updating COT and RCCT curricula;
 - 3.1.2.2 Supervisor of staff.
 - 3.1.3. Program Development Specialist, responsible for:
 - 3.1.3.1 FACEs curriculum design,
 - 3.1.3.2 Development;
 - 3.1.3.3 Responsive coordination/delivery;
 - 3.1.3.4 Hiring and supporting instructors;
 - 3.1.3.5 Coordinating professional development activities for instructors and staff.
 - 3.1.4. Training Coordinator, responsible for :
 - 3.1.4.1 Scheduling COT classes based on need;
 - 3.1.4.2 Hiring instructors;
 - 3.1.4.3 Populating courses
 - 3.1.4.4 Program coordination and delivery.
 - 3.1.5. Program Evaluation & Improvement Coordinator, responsible for:
 - 3.1.5.1 Needs assessment analysis;

[Handwritten Signature]
[Handwritten Date: 10/2/13]



Exhibit A

- 3.1.5.2 Evaluation activities;
- 3.1.5.3 Record keeping;
- 3.1.5.4 Data management;
- 3.1.5.5 General office operations.
- 3.1.6. Program Support Assistant, responsible for :
 - 3.1.6.1 Student assistance and support
 - 3.1.6.2 COT and RCCT training registrations;
 - 3.1.6.3 Record keeping;
 - 3.1.6.4 Data management;
 - 3.1.6.5 General office operations.
- 3.1.7. Administrative Assistant III, responsible for:
 - 3.1.7.1 FACEs program registrations;
 - 3.1.7.2 Support,
 - 3.1.7.3 Preparation of instructor and trainee materials;
 - 3.1.7.4 Curriculum formatting;
 - 3.1.7.5 Maintenance of the Education and Training Partnership website;
 - 3.1.7.6 General office.
- 3.1.8. The contractor will provide administrative support for program operations and BOLQI functions/activities in the Dolloff Building at .50 FTE using the staff identified above.
- 3.1.9. The contractor will manage the administrative support work hours in coordination with the appropriate DCYF staff member.
- 3.2. The Contractor will maintain a sufficient pool of qualified trainers/instructors, to include members from resource families, residential care providers, and Division for Children, Youth and Families (DCYF) employees as well as birth parents and youth that have experienced Division for Children, Youth and Families (child protection and/or juvenile justice) involvement.
 - 3.2.1. The Contractor will ensure that all trainers/instructors are highly qualified in Content areas, adult learning and training skills by.
 - 3.2.1.1 Team Review of application/resumes
 - 3.2.1.2 Face to face interviews
 - 3.2.1.3 Completing and documenting references checks
 - 3.2.1.4 Providing references to DCYF for vetting
 - 3.2.1.5 Participation in Caregiver Ongoing Training course "Delivering Effective Training"
 - 3.2.1.6 Working closely with Bureau of Organizational Learning and Quality Improvement (BOLQI) to review credential and qualifications, including an explicit system of matching instructor's qualification with specific courses. DCYF maintains the right to approve or deny the use of any trainer/instructor.

4. State Compliance

- 4.1. The Contractor shall comply with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, resource parents and other involved individuals, which the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services. The Division's case records shall not be removed from District Offices. During use of the case records in the office, the records shall be protected from unauthorized access.
- 4.2. The Contractor is not authorized to release any information regarding the Division's compliance with federal guidelines or program information without express written authorization of the Division Director or his/her designee.

5. Outreach and Advertising

- 5.1. The Contractor will promote training classes through:
 - 5.1.1. Public service announcement via radio, where there is a special need for resource families
 - 5.1.2. Email
 - 5.1.3. Announcements on the www.granite.edu website
 - 5.1.4. Providing BOLQI approved announcements for publishing on the DCYF website.

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10/2/13



Exhibit A

- 5.1.5. Outreach through programs participation in meetings, community events, support groups, conferences
- 5.1.6. The Instructor Newsletter
- 5.1.7. Education and Training Partnership brochure
- 5.1.8. DCYF personnel

6. Reporting & Performance Metrics

- 6.1. The Contractor shall provide a weekly report of activities to the Division for Children, Youth and Families (DCYF) Bureau of Organizational Learning and Quality Improvement (BOLQI) Administrator (or designee) of all major contract activities for the week related to accomplishment of the contract goals and performance measure shall be documented, including:
 - 6.1.1. Date
 - 6.1.2. List each Staff position
 - 6.1.3. Functions performed by above (6.1.1.2) staff for the week
 - 6.1.4. Evaluation Activity
 - 6.1.5. Registration Activity
 - 6.1.6. Classes provided
 - 6.1.7. Attendance
- 6.2. The Contractor will complete and submit quarterly reports
 - 6.2.1. The reports will include the following:
 - 6.2.1.1 Registration and attendance data for each training,
 - 6.2.1.2 Any training needs assessments completed,
 - 6.2.1.3 Evaluation results for that quarter.
 - 6.2.2. Reports are due within 30 days of the conclusion of each term
 - 6.2.3. Reports will be sent to the Bureau of Organizational Learning and Quality Improvement (BOLQI) Administrator (or designee) and the Bureau of Community and Family Support (BCFS) Administrator (or designee)
 - 6.2.4. There will be at least 4 terms within each SFY to be reported on.
- 6.3. The Contractor will complete and submit an end of year report
 - 6.3.1. The reports will include the following:
 - 6.3.1.1 A complete program overview;
 - 6.3.1.2 Accomplishments towards program goals and performance measures;
 - 6.3.1.3 Training registration and attendance during the report year;
 - 6.3.1.4 Training needs assessment gathered during the report year;
 - 6.3.1.5 Training evaluation results;
 - 6.3.1.6 Program cost effectiveness, including costs per attendee and/or course.
 - 6.3.2. The Report is due within 60 days of the end of the state fiscal year.
 - 6.3.3. Twenty (20) copies of said report will be submitted to the Bureau of Organizational Learning and Quality Improvement (BOLQI) administrator (or designee) for distribution..
- 6.4. The Contractor will develop and maintain an evaluation system/structure in agreement with the DCYF that uses best practice training evaluation methodologies including Kirkpatrick's Four Levels of Evaluation.
 - 6.4.1. The evaluation system will ensure training delivery that is
 - 6.4.1.1 Aligned with DCYF mission and the New Hampshire Practice Model
 - 6.4.1.2 Approved by the Bureau of Organizational Learning and Quality Improvement (BOLQI) Administrator (or designee).
 - 6.4.2. All trainings will be evaluated at minimum for:
 - 6.4.2.1 Content;
 - 6.4.2.2 Instructor knowledge and ability;
 - 6.4.2.3 Transfer of knowledge to participants.
 - 6.4.3. Evaluations must be offered to all attendees in a format that ensures anonymity.
 - 6.4.4. Results of the evaluations will be recorded and submitted in the quarterly and yearly reports listed above.


10/2/13



Exhibit A

6.5. The Contractor shall achieve a return rate of 85% or better, and an 85% or better trainee satisfaction rating for each training delivered. Any courses falling below these two rates shall include a plan for improvement submitted in the reports listed above.

7. Ownership and Control

7.1. All Curricula developed and delivered through this contract are owned by the Department and may only be released or shared with other entities only with the written approval of the Division of Children, Youth and Families Bureau of Organizational Learning and Quality Improvement Administrator.

7.2. Section H of the Cooperative Project Agreement is amended to add:

All electronics, computers and audio/visual equipment including but not limited to:

- Laptop, Desktop, and handheld computers;
- LCD and other projectors; and
- Voice and video recorders and players

are, for the purposes of this Cooperative Project Agreement, considered equipment regardless of cost.

DB
10/2/03

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 .



Exhibit B-1

Method and Conditions Precedent to Payment

1. The State shall pay the Campus an amount not to exceed the price limitation, Section F, of the cooperative project agreement.
2. Expenditures for each State Fiscal Year shall be in accordance with the line items as shown in Exhibits B-2 and B-3, the Budget Forms submitted with the Campus cost proposal.
3. Payment for said services shall be to the contractor, subject to the following conditions:
 - 3.1. Payment will be on a cost reimbursement basis based on actual expenditures incurred up to the total contract price incurred in the fulfillment of this agreement. An invoice template, provided by the Department shall be used for billing, and must be completed, signed (or emailed) to:

Fiscal Administrator
Division for Children, Youth and Families
129 Pleasant Street
Concord, NH 03301-3857

dclark@dhhs.state.nh.us
 - 3.2. Requests for payment shall be signed or submitted electronically by an authorized representative of the Campus.
 - 3.3. Payment requests may be submitted monthly or at the end of each semester, but at a minimum must be submitted quarterly.
 - 3.4. A final payment will be submitted no later than sixty (60) days after the agreement ends. Failure to submit the invoice by this date could result in non-payment.
 - 3.5. Notwithstanding anything to the contrary herein, the Campus agrees that payment under this Agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State Law, rule or regulation applicable to the services provided, or if the said services have not been satisfactory completed in accordance with the terms and conditions of this Agreement.
 - 3.6. Payments may be withheld pending receipt of required reports as outlined in Exhibit A and Exhibit A-1.

New Hampshire Department of Health and Human Services
Education and Training Partnership



Exhibit B-1

4. When the Contract Price limitation is reached, the program shall continue to operate at full capacity at no charge to the Division Children, Youth and Families for the duration of the Contract Period.
5. The Division reserves the right to renew the Agreement for up to two additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: JS

Date: 12/2/13

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: RFP #14-DHHS- Granite State College Evaluation & Training Partnership DCYF-07

Budget for: 14-DHHS-DCYF-07

Budget Period: January 1, 2014 through June 30, 2014

Line Item	Total Program Cost		Contractor Share / Match		Funded by DHHS contract share		Total
	Direct Incremental	Indirect Fixed	Direct Incremental	Indirect Fixed	Direct Incremental	Indirect Fixed	
1. Total Salary/Wages	\$ 170,085	\$ -	\$ 13,188	\$ -	\$ 156,897	\$ -	\$ 156,897
2. Employee Benefits	\$ 70,979	\$ -	\$ 6,026	\$ -	\$ 64,953	\$ -	\$ 64,953
3. Consultants -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250
Rental - postage meter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office - Printing, general supplies	\$ 3,640	\$ -	\$ -	\$ -	\$ 3,640	\$ -	\$ 3,640
6. Travel	\$ 3,600	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600
7. Occupancy	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone - telecom	\$ 1,750	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ 1,750
Postage	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,189	\$ -	\$ -	\$ -	\$ 1,189	\$ -	\$ 1,189
12. Subcontracts/Agreements- facility rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Child Care Reimbursement	\$ 1,750	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ 1,750
14. Other: FAPA Conference, Food, Honorarium, materials	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
15. Other: Food, Honorarium, Room Rentals	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
Group Tuition	\$ 328,320	\$ -	\$ 124,762	\$ -	\$ 203,558	\$ -	\$ 203,558
F&A	\$ -	\$ 91,000	\$ -	\$ 91,000	\$ -	\$ -	\$ 91,000
TOTAL	\$ 590,563	\$ 91,000	\$ 147,976	\$ 91,000	\$ 442,587	\$ -	\$ 442,587

Indirect as a Percent of Direct

Contractor Initials 
Date 1/15/14

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: RFP #14-DHHS- Granite State College Evaluation & Training Partnership
DOYF-07

Budget for: Education and Training Partnership

Budget Period: July 1, 2014 through December 31, 2014

Line Item	Total Program Cost		Contractor Share / Match		Funded by DHHS contract share		Total
	Direct Incremental	Indirect Fixed	Direct Incremental	Indirect Fixed	Direct Incremental	Indirect Fixed	
1. Total Salary/Wages	\$ 174,022	\$ -	\$ 13,494	\$ -	\$ 160,528	\$ -	\$ 160,528
2. Employee Benefits	\$ 69,951	\$ -	\$ 5,928	\$ -	\$ 64,023	\$ -	\$ 64,023
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250
Rental - postage meter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office - Printing, general supplies	\$ 3,260	\$ -	\$ -	\$ -	\$ 3,260	\$ -	\$ 3,260
6. Travel	\$ 5,400	\$ -	\$ -	\$ -	\$ 5,400	\$ -	\$ 5,400
7. Occupancy	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone - telecom	\$ 1,750	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ 1,750
Postage	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 3,500	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500
12. Subcontracts/Agreements- facility rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Child Care Reimbursement	\$ 1,750	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ 1,750
14. Other: FAPA Conference, Food, Honorarium, materials	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 9,000
15. Other Food, Room Rental, Honorarium	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500
Group Tuition	\$ 268,471	\$ -	\$ 102,019	\$ -	\$ 166,452	\$ -	\$ 166,452
F&A	\$ -	\$ 93,106	\$ -	\$ 93,106	\$ -	\$ -	\$ 93,106
TOTAL	\$ 544,854	\$ 93,106	\$ 125,441	\$ 93,106	\$ 419,413	\$ -	\$ 419,413

Indirect as a Percent of Direct

0

Contractor Initials 
Date 12/12/13



CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.

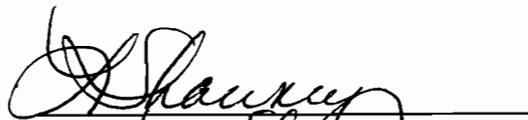
Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

10/26/13
Date


Name: Lisa Shaver
Title: Dean of Financial Affairs / CFO
Granite State College

Contractor Initials 
Date 10/26/13



FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 790050223
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____
Name: _____	Amount: _____