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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 # 161782-B001), 26 College Drive, Concord NH 03301, in an amount not to exceed \$450,000 to administer a tuition assistance program for the provision of tuition assistance for Child Care Teachers and Directors of Child Care Programs for Young Children, effective date of Governor and Council approval through June 30, 2015.

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:

**05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD DEVELOPMENT QUALITY ASSURANCE**

SFY	Class/Object	Class Title	Activity Number	Budget
2014	102-500731	Contracts for Program Services	42117805	\$150,000
2015	102-500731	Contracts for Program Services	42117805	\$ 300,000
			<b>Total:</b>	\$450,000

**EXPLANATION**

The Division of Health and Human Services, Division for Children, Youth and Families, Child Development Bureau is responsible for the administration of Federal Child Care and Development Funds. New Hampshire is federally required by 45 CFR 98.51 to use these funds to increase the availability, accessibility and quality of child care programs throughout the state. These expenditures are required in order to maintain federal funding for the New Hampshire Child Care Scholarship Program that provide child care subsidies to families. The child care subsidies help families to continue working or participating in a job search activity.

Her Excellency, Margaret Wood Hassan  
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This request meets the conditions of the federal mandate to improve the quality of child care services throughout the State. These funds are used to support a variety of activities, including access to and financial assistance for college courses in early childhood education for child care teachers and directors.

New Hampshire children and their families benefit from well-educated early childhood professionals who can offer quality care to young children. The salaries of the vast majority of child care professionals in New Hampshire do not allow opportunities in higher education without financial hardship. The provision of this tuition assistance will remove a significant barrier for many early childhood professionals to become more qualified to deliver care in child care settings throughout New Hampshire.

This contract was competitively bid. On August 19, 2013 the Department issued a Request for Proposals to solicit proposals to administer a tuition assistance program that will provide Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children. The request for proposals was available on the Department of Health and Human Services website from August 19, 2013 through October 4, 2013. There were two 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' Early Child Care Tuition Assistance 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. Granite State College was selected because they received the highest score. The bid summary is attached.

The attached contract calls for the provision of these services for one and a half years 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, the quality of care offered to young children and the education of the child care workforce may diminish. Additionally, the state would not meet the federal requirement for the New Hampshire Child Care Scholarship Program causing financial hardship for families dependent on subsidized child care to remain employed or participate in job search activities.

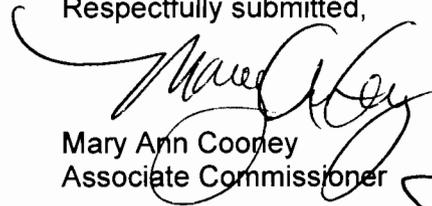
Her Excellency, Margaret Wood Hassan  
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December 3, 2013  
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Area Served: Statewide.

Source of Funds: 100% Federal Funds.

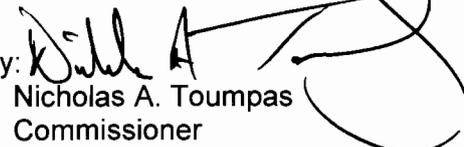
In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

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**

**Tuition Assistance for Child Care  
Teachers and Directors of Child Care  
Programs for Young Children**

**14-DHHS-DCYF-04**

RFP Name

RFP Number

Reviewer Names

- 1. Community College System of NH
- 2. Granite State College
- 3. 0
- 4. 0
- 5. 0
- 6. 0

Pass/Fail	Maximum Points	
	200	
	200	
	200	
	200	
	200	

- 1. Ellen Wheatley, PH.D., Child Development Bureau Administrator
- 2. Doug Beaton, Program Specialist III
- 3. PJ Nadeau, MBA CPM
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**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 **6/30/15**. 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: **Early Childhood Education Tuition Assistance**

- 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: DAUGE CLARK  
 Address: DCVF  
129 PLEASANT STREET  
CONCORD, NH 03301  
 Phone: 603-271-4817

Campus Project Administrator

Name: Lisa Shawney, Dean of Financial Affairs  
 Address: Granite State College  
25 Hall Street  
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: DOUG BEATON  
 Address: DCVF  
129 PLEASANT STREET  
CONCORD, NH 03301  
 Phone: 603-271-8834

Campus Project Director

Name: Dr. Mary J. Foes  
 Address: Granite State College  
35-E Industrial Way  
Rochester, NH 03867  
 Phone: 603-822-5432

F. Total State funds in the amount of \$450,000 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 16+ % 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 **Child Care Development Fund from the Administration of Children and Families, US Department of Health and Human Services** under CFDA# **93.575**. 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.

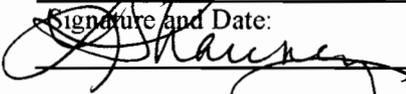
This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties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

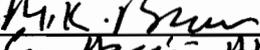
**By An Authorized Official of:  
Granite State College**

Name: Lisa Shawney

Title: Dean of Financial Affairs

Signature and Date:  12/2/13

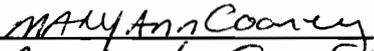
**By An Authorized Official of: the New  
Hampshire Office of the Attorney General**

Name: 

Title: **Sen. Assistant Atty General**

Signature and Date: 12/5/13

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

Name: 

Title: **Associate Commissioner**

Signature and Date:  12/04/13

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. **Project Title:** Early Childhood Education Tuition Assistance
- B. **Project Period:** January 1, 2014- June 30, 2015
- 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:**

**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 A-1

### 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 for all aspects of the New Hampshire DHHS Tuition Assistance for Child Care Teachers and Directors of Young Children program with the descriptions cited below, which include, but are not limited to:

- 2.1 The contractor will maintain accreditation by the New England Association of Schools and Colleges throughout this contract period.
- 2.2 The contractor will offer a minimum of 13 different accredited Early Childhood Education courses for students in pursuit higher education up to and including an associate's and/or a bachelor's degree over the contract period.
  - 2.2.1 Courses will reflect the New Hampshire State Core Knowledge Areas and Competencies, NH Child Care Licensing requirements, NH Early Childhood Professional Development System and the NH Early Learning Guidelines ( to be known as NH Early Learning Standards upon release)
  - 2.2.2 Courses will be offered online and in local sites when a need is documented.
    - 2.2.2.1 Online courses are available 24 hours a day, 7 days a week through the internet.
  - 2.2.3 The following represents the minimum course offerings the contractor will provide during the contract period:
    - 2.2.3.1 EDU 550 Foundations of Early Childhood Education
      - 2.2.3.1.1 Each Winter, Spring, Summer and Fall semester
    - 2.2.3.2 EDU 604 Enhancing Supervision Through Mentoring
      - 2.2.3.2.1 Each Summer semester
    - 2.2.3.3 EDU 605 Early Childhood Program Administration



## Exhibit A-1

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- 2.2.3.3.1 Each Winter semester
  - 2.2.3.4 EDU 603 Family and Community Relations in Early Childhood Education
    - 2.2.3.4.1 Each Winter semester
  - 2.2.3.5 EDU 627 Collaboration, Consultation and Teaming in Early Childhood Special Education
    - 2.2.3.5.1 Each Spring and Fall semester
  - 2.2.3.6 EDU 602 Young Children with Exceptionalities
    - 2.2.3.6.1 Each Winter, Spring, Summer and Fall semester
    - 2.2.3.6.2 When a need is documented
  - 2.2.3.7 EDU 551 Learning and Early Childhood Education Environments
    - 2.2.3.7.1 Each Fall and Winter semester
  - 2.2.3.8 EDU 553 Creative Arts in Early Childhood Education
    - 2.2.3.8.1 Each Spring semester
  - 2.2.3.9 EDU 600 Math and Science in Early Childhood Education
    - 2.2.3.9.1 Each Spring semester
  - 2.2.3.10 EDU 555 Language and Literacy Development
    - 2.2.3.10.1 Each Summer and Winter semester
  - 2.2.3.11 PSY 508 Child Development
    - 2.2.3.11.1 Each Winter, Spring, Summer and Fall semester
  - 2.2.3.12 PSY 510 Infant and Toddler Development
    - 2.2.3.12.1 Each Fall and Spring semesters
    - 2.2.3.12.2 When a need is documented
  - 2.2.3.13 EDU 601 Observation & Assessment in Early Childhood Education
    - 2.2.3.13.1 Each Summer and Winter semester

### 3. Staff Requirements

- 3.1 The contractor will provide faculty who meet the following minimum requirements:
  - 3.1.1 Master's Degree in Early Childhood Education or a related field with 24 credits in Early Childhood Education approved courses, 3 of which must be in Child Growth and Development from a regionally accredited institution of higher education and;
  - 3.1.2 A minimum of five (5) years in the early childhood education field and;
  - 3.1.3 A minimum of two (2) years' experience training adult in groups and;
  - 3.1.4 A minimum of 18 hours of professional development in early childhood education during the previous 12 month period.
- 3.2 The contractor will document that faculty have received the Early Childhood Master Professional Credential with Faculty Endorsement as outlined in the NH Early Childhood



## Exhibit A-1

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- Professional Development System Handbook, by the beginning of the class they are scheduled to teach.
- 3.3 The contractor will provide copies of the Master Professional with Faculty Endorsement credentials to the Child Development Bureau.
- 3.4 The contractor will provide a faculty staff person to serve as the "Early Childhood Mentor"
- 3.4.1 The Early Childhood Mentor will work a minimum of 10 hours per week
- 3.4.2 The Early Childhood Mentor will hold a current Child Development Bureau Master Professional Credential with the Individual Mentor Endorsement and will have:
- 3.4.2.1 An understanding of the Early Childhood Professional Development System
- 3.4.2.2 Ability to mentor others as demonstrated in prior work experience
- 3.4.2.3 Knowledge of career planning in the field.
- 3.4.3 The Early Childhood Mentor's role includes but is not limited to the following:
- 3.4.3.1 Work with interested students enrolled in PSY 508 Child Development, and EDU 602 Young Children with Exceptionalities, to complete the application for their first Early Childhood Credential.
- 3.4.3.2 Communicate with each student receiving tuition assistance every term they are enrolled to monitor progress toward their first or subsequent credential as identified in NH's Early Child Professional Development System.
- 3.4.3.3 Provide one-on-one and small group mentoring sessions to educate students of the importance of NH's Early Child Professional Development System, NH Core Knowledge Areas and Competencies, NH Child Care Licensing requirements, and NH Early Learning Guidelines (Standards).
- 3.4.3.4 Work with interested students to identify his/her career goals.
- 3.4.3.5 Work with interested students to access the resources he/she needs to be successful as a college student and refer to appropriate Granite State College staff for assistance.
- 3.5 The contractor will provide faculty who have experience with cultural diversity who will be available to work with students from diverse backgrounds. This faculty staff person shall also be available to provide professional development to other faculty on integrating cultural competence in their courses.
- 3.5.1 The designated faculty staff-member will provide training to staff and volunteers to:
- 3.5.1.1 Address Cultural Competence, interacting effectively with people of different cultures and socio-economic backgrounds, including behaviors, attitudes and policies that lead to staff better understanding:
- 3.5.1.1.1 Their own cultural world view;
- 3.5.1.1.2 The Value of diversity;
- 3.5.1.1.3 The inherent dynamics when cultures interact, and
- 3.5.1.1.4 How to develop adaptations to service delivery, which reflect an understanding of diversity between and within cultures.



## Exhibit A-1

3.5.1.2 Identify resources to assist students of varying cultures

3.5.1.3 Training will be provided during quarterly faculty meetings.  
Documentation of training conducted shall be provided to the State.

3.5.2 Provide translation services to support students receiving tuition assistance.

### 4. State Compliance

4.1 The contractor will comply with all of the requirements of NH RSA 170-E: 7 and the NH Child Care Licensing rules, He-C4002.

### 5. Tuition Provisions

The contractor shall submit for Department approval a tuition payment transition plan for enrolled students, with tuition assistance under this program, at non-University System of New Hampshire educational institutions within 15 days of contract effective date to ensure their ability to continue their education detailed in this agreement.

5.1.1 The plan shall allow for tuition assistance funding under this program to be provided to students outside the University System of New Hampshire at the educational institutions where they are enrolled.

5.1.2 The plan shall provide for the successful transition of tuition assistance funding under this program for qualifying applicants taking courses outside the University System of New Hampshire.

5.2 The contractor will determine eligibility of applicants for tuition assistance based upon the following:

5.2.1 Qualified applicants must meet the following requirements:

5.2.1.1 Child Care Teachers

5.2.1.1.1 Currently employed in licensed New Hampshire child care program that serves children at any age 6 weeks through 5 years.

5.2.1.1.2 working a minimum of 25 hours per week

5.2.1.2 Child Care Directors

5.2.1.2.1 Currently employed in licensed New Hampshire child care program that serves children at any age 6 weeks through 5 years.

5.2.1.2.2 working a minimum of 30 hours per week

5.2.2 The Program Director will be responsible for the review and approval of all applications.

5.2.2.1 To ensure application requirements, the contractor will incorporate the following questions into the application:

5.2.2.1.1 Position

5.2.2.1.2 Place of employment



## Exhibit A-1

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- 5.2.2.1.3 NH Child Care Licensing number
  - 5.2.2.1.4 Number of hours worked per week
  - 5.2.2.1.5 Prior college experience
- 5.2.3 The contractor will send a decision letter to the applicant which includes:
- 5.2.3.1 Status of award
  - 5.2.3.2 Next steps
  - 5.2.3.3 Priority awards
  - 5.2.3.4 Wait lists
- 5.3 The contractor will provide tuition assistance at the rate of 50% for all applicants who have had prior coursework except as specifically described below.
- 5.4 The contractor will allocate tuition assistance funds based on the scheduling of priority content and the number of classes per term. Money will be available each term based on the number of courses offered and historical data. Target amounts will be set each year for each term and monitored; adjustments will be made on applicant trends.
- 5.4.1 The contractor shall apply matching funds for tuition assistance to grants for students taking lower (500) level courses. The tuition charged for these lower level courses will be discounted to match the lowest associates' degree per credit rate in New Hampshire, \$210.
- 5.5 Priority for tuition assistance will be given to eligible applicants who are:
- 5.5.1 Without a bachelor's degree, enrolling in their first Child Growth and Development course
    - 5.5.1.1 The contractor will incorporate the question "Is this your first Child Growth and Development course at any college? And the statement "if any information is falsified any money rewarded will be rescinded and the individual will be responsible for repayment" into the tuition assistance program.
    - 5.5.1.2 Applicants meeting the requirement listed in Section 5.4.1 will be given the highest priority for awarding tuition assistance.
  - 5.5.2 Enrolled in their first Early Childhood Education course.
    - 5.5.2.1 The contractor will incorporate the question "Is this your first Childhood Education course at any college? (Child Development is considered an Early Childhood Education course) And the statement "if any information is falsified any money rewarded will be rescinded and the individual will be responsible for repayment" into the tuition assistance program.
    - 5.5.2.2 The rate of tuition assistance for an applicant's enrolling in their first course in Early Childhood Education shall be 100% of the tuition cost.
  - 5.5.3 Enrolled in courses teaching infants/toddlers.



## Exhibit A-1

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- 5.5.3.1 The rate of tuition assistance for the applicant's taking courses in teaching infants/toddlers will be 100% of the tuition cost.
  - 5.5.4 Enrolled in courses teaching young children with exceptionalities.
    - 5.5.4.1 The rate of Tuition assistance for the applicant's taking courses in teaching young children with special needs will be 100% of the tuition cost.
  - 5.6 Except as indicated in Section 5.3.1, tuition for all other classes will be \$1,140 for a four-credit course. Out-of-state tuition will be \$1,220 for FY 14 and FY15.

## 6. Outreach and Advertising

- 6.1 To assure Child Care Teachers and Directors receive information regarding the availability of tuition assistance the contractor will:
  - 6.1.1 Publicize course schedules and links for the application to all partners including the Spark NH Professional Opportunities, Resources, Trainings and Links (PORTAL) webpage
  - 6.1.2 Advertise in early childhood organization newsletters
  - 6.1.3 Visit child care centers and leave announcement and application information
  - 6.1.4 Make announcements on the www.granite.edu website
  - 6.1.5 Create connections with the community colleges
  - 6.1.6 Meet and collaborate with Head Start directors and educational coordinators
  - 6.1.7 Leave information on tables at all state conferences regarding Childhood Education
  - 6.1.8 Work with Child Care Licensing Bureau and Child Development Bureau to disseminate information to all licensed child care programs.
- 6.2 To engage Child Care Directors, Child Care Teachers and Community partners the contractor will:
  - 6.2.1 Establish criteria for mentoring staff in professional development for Supervisors and Directors to earn Professional Activity Units in the Core Knowledge Areas
  - 6.2.2 Provide community partners information on professional development which will be used as a resource for training, advocacy and outreach.

## 7. Reporting & Performance Metrics

- 7.1 The contractor shall, within 30 days of the approval of the contract, submit a detailed work plan for the contract period to the Child Development Bureau Administrator. The work plan must be submitted prior to awarding any assistance under this contract.
  - 7.1.1 The contractor will keep all work associated with the contract on schedule based on the work plan approved by the Department
  - 7.1.2 The work plan will contain:
    - 7.1.2.1 Dates (by month) along with the associated service/activity to take place/be completed



## Exhibit A-1

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- 7.2 The contractor will provide the Child Development Bureau Administrator a compiled outcome statistics report that will include the following key metrics:
- 7.2.1 Number of teachers who successfully complete each Infant and Toddler Development course
  - 7.2.2 Number of teachers who successfully complete each Young Children with Exceptionalities course
  - 7.2.3 Number of directors who successfully complete the Program Administration course
  - 7.2.4 Number of participants who develop a professional development plan and apply for their credential
- 7.3 The Outcome statistics report will be due within 45 days of the end of each term.
- 7.4 A Compilation Report of Outcome Statistics will be given to the Child Development Bureau Administrator within 45 days of the end of each contract year.
- 7.5 The contractor will provide the Child Development Bureau Administrator a detailed report that includes the following:
- 7.5.1 A description of how faculty integrate specific NH Early Childhood Core Knowledge and Competency areas into specific early childhood education courses
  - 7.5.2 A description of how faculty integrate NH Child Care Licensing Rules, the NH Early Childhood Professional Development System including early childhood credentials, and the NH Early Learning Guidelines (standards) into curriculum
  - 7.5.3 A description of how the contractor is meeting the needs of English as a Second Language (ESL) students including specific services and accommodations
  - 7.5.4 A description of how contractor is assuring that faculty are including awareness of cultural competence and translation to early childhood education coursework
- 7.6 The detailed report is due within 45 days of the end of each term.
- 7.7 A Compilation of the detailed reports will be given to the Child Development Bureau Administrator within 45 days of the end of each contract year.
- 7.8 The contractor will submit a quarterly report to the Child Development Bureau Administrator.
- 7.8.1 The report will include the following information separated by University System of NH and participating Non-University System of NH educational institutions:
    - 7.8.1.1 Courses offered
    - 7.8.1.2 Number of Grants awarded
    - 7.8.1.3 Total amounts associated for the quarter
      - 7.8.1.3.1 Number of Full Grants
      - 7.8.1.3.2 Total dollar amount of full grants provided
      - 7.8.1.3.3 Number of Half Grants
      - 7.8.1.3.4 Total dollar amount of half grants provided
    - 7.8.1.4 Geographic Distribution of Grants
    - 7.8.1.5 Number of First time students
    - 7.8.1.6 Number of Students taking Infant/Toddler courses
    - 7.8.1.7 Number of Students taking Young Children with Special Needs and Young Children with Exceptionalities courses
    - 7.8.1.8 Number of students informed about licensing



## Exhibit A-1

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- 7.8.1.9 Number of students applying for Credentialing
  - 7.8.1.10 Customer satisfaction data
  - 7.8.1.11 Number of participants not employed in Early Childhood Education after 3 month completion of course, based on a random sample of 10% of tuition assistance recipients
  - 7.8.2 The quarterly report will be sent electronically to the Administrator of the Child Development Bureau
  - 7.8.3 A Compilation Report of the Quarterly reports will be given to the Child Development Bureau Administrator in both hard copy and electronic form within 45 days of the end of each contract year.
  - 7.9 The State reserves the right to renew this contract for up to two years based upon the availability of funds, satisfactory performance of the contractor, and the approval of the Governor and Executive Council.



## 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 and plans as outlined in Exhibit A and Exhibit A-1.

EXHIBIT B-2  
**Budget Form**

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

Bidder/Program Name: Granite State College

Tuition Assistance for Child Care Teachers and  
Budget for: Directors of Child Care Programs for Young  
(Name of RFP)

Budget Period: January 1 – June 30, 2014 FY 14

Line Item	Direct Incremental	Indirect Fixed	Total	Matched Funding	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 11,750.00	\$ -	\$ 11,750.00	\$ 3,375.00	
2. Employee Benefits	\$ 928.25	\$ -	\$ 928.25	\$ 1,563.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 1,051.75	\$ -	\$ 1,051.75	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 300.00	\$ -	\$ 300.00	\$ -	
Postage	\$ 150.00	\$ -	\$ 150.00	\$ -	
Subscriptions	\$ 3,420.00	\$ -	\$ 3,420.00	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	
Tuition Assistance	\$ 128,900.00	\$ -	\$ 128,900.00	\$ 22,500.00	
Initial Credential Fee	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
<b>TOTAL</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>\$ 27,438.00</b>	

Indirect As A Percent of Direct

0.0%

Exhibit B-3  
**Budget Form**

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

Bidder/Program Name: : Granite State College

Tuition Assistance for Child Care Teachers and  
 Budget for: Directors of Child Care Programs for Young  
 (Name of RFP)

Budget Period: July 1 – June 30, 2015 FY 15

Line Item	Direct Incremental	Indirect Fixed	Total	Matched Funding	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 23,500.00	\$ -	\$ 23,500.00	\$ 7,033.00	
2. Employee Benefits	\$ 1,950.50	\$ -	\$ 1,950.50	\$ 3,130.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 2,009.50	\$ -	\$ 2,009.50	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 600.00	\$ -	\$ 600.00	\$ -	
Postage	\$ 300.00	\$ -	\$ 300.00	\$ -	
Subscriptions	\$ 6,840.00	\$ -	\$ 6,840.00	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	
Tuition Assistance	\$ 258,800.00	\$ -	\$ 258,800.00	\$ 38,100.00	
Initial Credential Fee	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	
<b>TOTAL</b>	<b>\$ 300,000.00</b>	<b>\$ -</b>	<b>\$ 300,000.00</b>	<b>\$ 48,263.00</b>	

Indirect As A Percent of Direct

0.0%

NOTE: Minimum match funding per section 4.1 of RFP



**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:

12/2/13  
Date

  
Name: Lisa Shawney  
Title: Dean of Financial Affairs / CFO

Contractor Initials

  
Date 12/2/13

New Hampshire Department of Health and Human Services  
Exhibit J



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?

X 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: _____