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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
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Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

April 17, 2013

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

100% federal

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing Project Agreement (Purchase Order # 1016935) with the University System of New Hampshire, University of New Hampshire campus, (Vendor# 177867 B046), Durham, NH for the provision of an educational tuition partnership, by increasing the price limitation by $175,700.00 from $715,775.00 to an amount not to exceed $891,475.00 and extending the completion date to June 30, 2014, effective July 1, 2013 or date of Governor and Executive Council approval, whichever is later. Governor and Executive Council approved the original Project Agreement on August 13, 2008 (Item #117) and subsequently amended on July 14, 2010 (Item #54) for State Fiscal Years 2011 and 2012 and amended again on June 6, 2012 (Item #49) for State Fiscal Year 2013. Funds are anticipated to be available for State Fiscal Year 2014 in the following account upon the availability and continued appropriation of funds in future operating budgets, with 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, ORG'L LEARNING & QUALITY IMPROVEMENT

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease Amount	Revised Modified Budget
2009	066-500544	Educational Training (Tuition)	40160001	$125,725.00	$0.00	$125,725.00
2010				$131,288.00	$0.00	$131,288.00
2011				$107,362.00	$0.00	$107,362.00
2012				$175,700.00	$0.00	$175,700.00
2013				$175,700.00	$0.00	$175,700.00
2014				$.00	$175,700.00	$175,700.00
Total:				$715,775.00	$175,700.00	$891,475.00

EXPLANATION

The above action is requested to extend an existing agreement by one year to ensure the continued provision of social work educational opportunities for qualified future employees and current employees of the Division for Children, Youth and Families. The agreement provides the Division with a mechanism with which to cultivate a skilled and competent workforce, by sponsoring Bachelor's or Master's level students in the University of New Hampshire, for one to two years of their college education.

For many years, the Division has experienced a high employee attrition rate and long recruitment delays due to a lack of field professionals in the child welfare arena; this agreement provides the Division with a mechanism to turn this trend around. The agreement covers the cost of the participants' tuition and incidentals, and the University's coordination of the program. Through the partnership, the Division has succeeded in incorporating a child welfare focus into the social work curriculum at the University. Therefore, the partnership not only supports the participants directly sponsored, but also cultivates the child welfare/social work field in general, with over two hundred students (100 at the Bachelor level/100 at the Master level) studying this field at the University each year.

To participate in this educational opportunity, students must be enrolled in an undergraduate or graduate social work program within the University and must agree to accept employment and work with the Division for a period of time – two years of work for each year that the Division supported the student's educational needs. Prospective students must first apply to the program to be considered for participation. A selection committee, minimally made up of the University's Educational Tuition Partnership Director, the Administrator of the Bureau of Organizational Learning and Quality Improvement, and the Division Director (or their designees), interviews and carefully scrutinizes prospective participants. In doing so, previous educational and/or work performance is evaluated, references are obtained, and the applicant's own description of their desire to participate in the program and enter into the child welfare field, are all taken into consideration.

Because this program only provides support for the junior and senior years at the Bachelor's level, the Division is ensured that its support is provided to those students that have already demonstrated a commitment to social work. Similarly, because the program will support one to two years for Master's level participants, the Division is assured of the student's commitment to increasing their expertise in social work. As an added assurance of maintaining the Division's ability to recruit skilled and competent field staff, participants in this program must complete field practicum's (internships). More often than not, internships are carried out in the Division's field offices – under the watchful eye of long time Division supervisors.

The University performed well under the previous agreement; its program evaluations were very positive and the interns [future employees] coming to the Division from the program were well received. The Division and the University have also kept the cost of this program down as much as possible; including periodically lowering the number of students receiving Division sponsorship as our recruitment needs fluctuate. Based on these factors, the Division wishes to exercise its option to extend the contract for a one-year period, subject to the continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council. Should the Governor and Executive Council not approve this request the Division may begin to experience a high employee attrition rate and long recruitment delays due to lack of field professionals in the child welfare arena.

Competitive Bidding

When the Division began this program in 2002, it first focused on funding requirements from its federal program sponsor, the US Department of Health and Human Services, Administration for Children and Families. Specifically, the federal funds require a minimum 25% match of public dollars. The Division had two choices to meet the match requirement: utilize General funds or utilize public higher education institutions and require them to provide the match. Due to the lack of General funds available for this purpose, the Division chose to develop the program by leveraging public higher education institution dollars (via instituting a match requirement component).

Also, because this program requires students to complete their practicums locally (preferably with the Division), the Division recognized that the public higher education institutions should be in NH or within close proximity to NH's border. In 2002, the combination of having a social work degree program, being proximal to the Division's offices, and being a publicly funded higher education institution resulted in only three schools being eligible to participate in the partnership: the University of New Hampshire, Plymouth State University and Boston College. After working with these three schools to reach agreement that they would develop a child welfare component into their social work program, the Division entered into contracts with each school to develop the child welfare components and to sponsor participants that may later become Division employees. The Division later terminated the Boston College contract, by mutual agreement, due to a lack of participating students wishing to attend that school.

In 2008, because the supporting federal funding requirements had not changed, the Division again looked at the entire higher education community to determine which schools would be eligible to participate in the partnership and actually wanted to participate in it as well. As was the case in 2002, only the same three schools are eligible to participate in 2008. The Division reached out to all three to determine whether they were interested in participating in the program again. Only the University of NH and Plymouth State University indicated that they were interested; Boston College was not interested. Based on these discussions, the Division chose to pursue new agreements with the University of NH and Plymouth State University; essentially exhausting the pool of vendors interested in performing this service.

Geographic area served: Statewide

Source of funds: 100% Federal, with the University providing an additional 25% Match. In the event that the Federal funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,

Maggie Bishop (KES)

Maggie Bishop
Director

Approved by:

Nicholas A. Toumpas
Commissioner

AMENDMENT # 3 to
COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE,
and the
University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on August 8, 2008, item # 117, for the Project titled " Educational Tuition Partnership," Campus Project Director, C. Anne Broussard, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

☐ Extend the Project Agreement and Project Period end date, at no additional cost to the State.

☐ Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.

☒ Other: **Extend the Project Agreement and Project Period end date and provide additonal funding from the State.**

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

• Article A. is revised to replace the State Department name of with and/or USNH campus from to .

• Article B. is revised to replace the Project End Date of **June 30, 2013** with the revised Project End Date of **June 30, 2014**, and Exhibit A, article B is revised to replace the Project Period of **August 13, 2008 - June 30, 2012** with **August 13, 2008 - June 30, 2014**.

• Article C. is amended to expand Exhibit A by including the proposal titled, " ," dated .

• Article D. is amended to change the State Project Administrator to and/or the Campus Project Administrator to .

• Article E. is amended to change the State Project Director to and/or the Campus Project Director to .

• Article F. is amended to add funds in the amount of **$175,700.00** and will read:

Total State funds in the amount of **$891,475.00** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

• Article F. is amended to change the cost share requirement and will read:

Campus will cost-share **a minimum of 25%** of total costs during the amended term of this Project Agreement.

• Article F. is amended to change the source of Federal funds paid to Campus and will read:

KJ
11/12/13

Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. under CFDA# . Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as revised Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

• Article G. is exercised to amend Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, as follows:

Article is amended in its entirety to read as follows:
Article is amended in its entirety to read as follows:

• Article H. is amended such that:

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

• ☒ Exhibit A is amended as attached.

• ☒ Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

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

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

IN WITNESS WHEREOF, the following parties agree to this **Amendment #3** to the Cooperative Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Karen Jensen
Title: Manager Sponsored Programs Admin
Signature and Date: 4/12/13

By An Authorized Official of:
Division for Children, Youth and Families
Name: Maggie Bishop
Title: Director
Signature and Date: Maggie Bishop (LES) 04/17/2013

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Jeanne P. Herrick
Title: Attorney
Signature and Date: 4/22/13

By An Authorized Official of: the New Hampshire Governor & Executive Council
Name:
Title:
Signature and Date:

KJ
4/12/13

EXHIBIT A

(Effective July 1, 2013)

A. Project Title: Educational Tuition Partnership

B. Project Period: July 1, 2013 to June 30, 2014

C. Objectives:

1. Services to be Provided:

1.1. The Campus shall provide a cooperative training and education program, known as the Educational Tuition Partnership (ETP), as described in the following articles for the agreement period.

1.1.1. For a Period beginning upon Governor and Council (G&C) approval through June 30, 2014, the campus, in collaboration with the Division for Children, Youth and Families (DCYF), shall maintain the provision of a seminar or elective that incorporates components of DCYF's Core Curriculum and must be aligned with current needs and practice of the Department of Health and Human Services (DHHS). Nothing shall prohibit the Campus from incorporating this seminar into an existing ETP seminar. The seminar or elective may be delivered by the Campus or DCYF.

1.2. Except as otherwise noted herein, the Campus shall be responsible for fulfilling all components of the program. In those instances wherein the Division for Children, Youth and Families (DCYF) or ETP participants require an active role, the Campus' responsibility shall be to ensure that such activities are consistent with the terms of this agreement and carried out accordingly.

D. Scope of Work:

1. ETP Outline:

1.1 The ETP shall be available to selected DHHS employees and qualified prospective DCYF employees during their junior, senior, and graduate school years. Individuals wishing to participate in the program shall apply for such participation. Each applicant shall provide evidence of acceptance into the Campus' Department of Social Work, Bachelor of Social Work Program (BSW) or Masters of Social Work Program (MSW).

1.2 Up to a maximum of eight (8) full-time students in SFY 2014 of the agreement period (G&C Approval through June 30, 2014), shall be selected for the ETP in the degree programs. The distribution of students between the two (2) degree programs shall be at the discretion of the Department.

1.2.1 The students in the MSW degree program shall be selected from current DHHS employees first, prior to selecting prospective DHHS employees.

1.2.2 DCYF reserves the right to reduce the number of students selected per year. Should DCYF choose to exercise this right, DCYF shall notify the Campus prior to the formal selection of prospective students for the applicable year of the agreement. These provisions are pending a signed student agreement and are subject to availability of funding.

1.2.3 DCYF reserves the right to authorize part-time students to participate in the ETP program. Should DCYF choose to exercise this right, DCYF shall notify the Campus prior to the formal selection of prospective students for the applicable year of the agreement. In such instances, DCYF shall authorize the Campus to adjust applicable student work commitments, stipends, and scholarship levels accordingly.

2. Method and Criteria for Selection:

2.1 Participants shall be selected through a competitive screening process. This process will include two steps: 1) determination of eligibility for candidacy to the ETP and 2) a final interview, shadowing and written

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reflection – to be scored. The Campus will be responsible for determining eligibility and shall utilize the following criteria:

2.1.1 A candidate has been successfully admitted into the BSW or MSW program and can provide documented proof of acceptance.

2.1.2 The candidate is in good standing with the Campus' Department of Social Work.

2.1.3 The candidate timely submitted the appropriate written application, including a 3-4 page essay detailing the following:

a. Personal information, background, education, and experience relating to social work and child welfare;

b. How a BSW or MSW would improve the quality of the candidate's capacity for working in the field of child welfare;

c. Description of the candidate's current child welfare job, if applicable, including caseloads and responsibilities;

d. Description of how the candidate sees themselves working for DCYF post graduation and how that fits into their career goals; and a

e. Description of all relevant volunteer activities.

2.2. The candidate submitted three letters of recommendation. Each letter shall include, at a minimum:

2.2.1. In what capacity that person has worked with the candidate.

2.2.2. How long they have known the candidate.

2.2.3. Why they are recommending the candidate for the ETP.

2.3. If the candidate is currently an employee of DCYF, their immediate supervisor must submit one of the letters of recommendation, detailing the following:

2.3.1. How the supervisor thinks a BSW or MSW will improve the quality of the candidate's work.

2.3.2. Commitment to and outline of how the supervisor will adjust the candidate's job responsibilities (i.e. flex time).

2.3.3. Evaluation of the candidate's job performance, strengths and areas needing work.

2.3.4. What qualities does the applicant possess that would make her/him deserving of acceptance into the program.

2.4. If the candidate is not a current employee of DCYF, to ensure that they are potentially eligible for future employment with DCYF and therefore potentially able to fulfill the ETP service commitment, the candidate submitted to and successfully passed a criminal background and DCYF Central Registry check.

2.5. Once the Campus has determined the set of eligible candidates, the ETP Program Director will coordinate with the Selection Committee, a schedule for candidate interviews.

2.6. The Selection Committee shall be composed minimally of representation from:

2.6.1. DCYF – the Director of DCYF, or his or her designee;

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2.6.2. DCYF – a staff member or supervisor selected by the Administrator for the Bureau of Organizational Learning & Quality Improvement; and

2.6.3. Campus – ETP Program Director and his/her designee.

2.7. Each candidate shall complete an interview that is conducted with at least three members of the Selection Committee. Suggested interview questions include:

2.7.1. Why do you want to be a part of DCYF?

2.7.2. Could you summarize your reaction to the DCYF Realistic Job Preview? (Available Fall 2010)

2.7.3. What do you feel are your strengths and areas needing improvement?

2.7.4. Why do you think you should be chosen for this program?

2.7.5. How will you balance your school and work responsibilities?

2.7.6. How supportive do you feel your co-workers and supervisor will be of your decision to further your education?

2.7.7. Where do you see yourself in five years?

2.8. The Selection committee will determine which candidates will be referred for a one-day job shadowing. Scheduling of the shadowing exercise shall be coordinated by the Campus with the mutual agreement of DCYF. Upon completion of the one-day shadowing experience, candidates are required to prepare a one-page written reflection regarding their experience and forward that to the ETP Program Director. The ETP Program Director will forward the reflection to Selection Committee members for review and scoring.

2.9. No candidates will be offered a place in the ETP program until all components of the selection process have been completed, including the job shadowing and a written reflection.

2.10. Once candidates have completed their shadowing experience and forwarded their written reflection to the ETP Program Director, the Selection Committee will reconvene to finalize selection of candidates and determine intern placements.

2.11. The Selection Committee shall make the final selection of ETP participants from the pool of candidates for which they have determined eligible for this program. In order to maintain as much objectivity as possible, the final selection of candidates shall be based upon a point system. The written components of the application and the interview will be weighted as follows:

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

2.14 Once the Selection Committee has made the final decision regarding awardees of the ETP, the ETP Program Director shall send notification letters to all applicants.

3. Service Commitment of Participants:

3.1 Participants shall have a service commitment to DCYF of two years of full-time DCYF employment for each academic year (two semesters) of education provided through the ETP. Part-time students will have a modified repayment period of one year of full-time DCYF employment for each academic (two semesters) year

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of education provided. This service commitment cannot begin to be met until the participant has successfully completed the ETP and received their BSW or MSW from the Campus.

3.1.1 DCYF reserves the right to allow the service commitment to be met through employment in its parent agency, the NH Department of Health and Human Services (DHHS). Exercise of this right may be made on an individual participant basis and only upon the approval of the DCYF Director.

3.2 Prior to beginning the ETP program, participants that are not current employees of DCYF shall be required to sign an agreement to accept employment with DCYF or its parent agency, DHHS within three (3) months of completing the ETP, in any of its offices, when a vacancy is available. Such participants shall not be eligible to accept employment with DCYF, with respect to the ETP and its service commitment requirements, until they have completed the program and received their BSW or MSW.

3.2.1 The Campus shall be responsible for providing the participant with the agreement, explaining it to them, and ensuring that the participant understands the agreement prior to permitting them to sign it.

3.2.2 The Campus shall forward the original executed student agreement to DCYF and shall maintain a copy for their files.

3.2.3 The agreement with the participant shall require them to possess and maintain a valid driver's license, reliable transportation and liability insurance and for them to successfully pass another criminal records and DCYF Central Registry check prior to beginning the participant's practicum experience. These requirements shall be met, and remain in full force, for a period no less than two months after completing the ETP.

3.2.4 If said participant, due to unforeseen circumstances (illness of self or immediate family member), must break off or take a leave of absence from their education, a letter of explanation must be sent by the participant to the UNH ETP Program Director. The UNH ETP Program Director will make a recommendation for acceptance to the DCYF Director or his/her designee. The letter should include the date of anticipated return, if any. If the student does not return, repayment will occur in accordance with 3.2.5 below.

3.2.5 If said participant does not accept employment within DCYF or its parent agency, DHHS or voluntarily leaves employment prior to fulfilling the service commitment referenced above, or fails to complete all of the required coursework – achieving at least the grade of "C", she or he shall be required to refund the entire amount of tuition and stipends, including an additional administrative fee of 10% of the total cost expended through this program on behalf of the participant. No refund shall be required if there is not a job vacancy within three (3) months of the participant's completion of the CPSW and receipt of their BSW or MSW, or if DCYF does not hire the participant within three (3) months or approve employment elsewhere in DHHS as a means to fulfill the service commitment.

3.2.6 In the event that a participant is required to provide a refund to DCYF, the Campus shall provide DCYF with documentation of the costs, paid through this program to the Campus, on behalf of the participant, within 30 days of DCYF's request for such documentation.

3.3 Participants, that are employees of DCYF upon entry into the ETP, shall be required to sign a similar agreement as non-employees regarding a service commitment and obligation to refund DCYF if the participant fails to meet the terms of the agreement.

3.3.1 In the event that a participant is required to provide a refund to DCYF, the Campus shall adhere to article 3.2.4. above.

3.4 Participants shall remain in good standing with the Campus' Department of Social Work throughout the completion of the ETP.

4. Determination of Tuition and/or Stipend Support Level:

4.1 The tuition amount shall be limited to the tuition levels for the Campus' BSW or MSW program.

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4.2 Stipends shall be made available to participants that are in full-time student status only. This stipend may be used to purchase books, materials and other necessities required to complete the program. Participants' travel costs associated with traveling to and from classrooms and/or practica are not supported through this agreement. Full-time BSW students shall be awarded a $1,250 stipend per semester, not to exceed $2,500 per academic year; MSW students' stipend per semester shall be awarded at $1,500, not to exceed $3,000 per academic year.

4.3 Participants' travel costs associated with traveling to and from classrooms and/or practice shall be supported directly by DCYF only if the location is distanced from the Campus. Such costs shall be reimbursed to participants through the same process utilized by DCYF employees. It shall be a participant's responsibility to seek such reimbursement and to comply with the same requirements for timely filing of requests as DCYF employees. Participants that do not comply with such requirements shall not be entitled to the requested travel reimbursement.

4. Implementation Time Frame:

5.1 The application processes shall begin in April of each academic year with the first participants beginning in fall semester of the following year. This shall not apply to advanced standing participants; the timeline for the application process in such cases shall be adjusted on an individual basis.

5. Requirements Participants Must Adhere to:

6.1 Participants shall complete all required coursework for a BSW or MSW, as outlined by the Campus' Department of Social Work.

6.2 BSW Participants shall also complete the following courses:

6.2.1 SW 705 Child Welfare: Policies, Programs and Practice;

6.2.2 One elective course in the area of diversity, as listed by the Department of Social Work;

6.2.3 One seminar or elective, as described in this Exhibit;

6.2.4 At least one additional elective in one or more of the following areas – child development, family dynamics, domestic violence, substance abuse and dependency, mental illness and/or developmental disabilities; and

6.2.5 A Social Work Field Internship completed at DCYF.

6.3 MSW Participants shall also complete the following courses:

6.3.1 SW 805 Child Welfare: Policies, Programs and Practices;

6.3.2 SW 974 Social Work Supervision (only required for CAP students);

6.3.3 One seminar or elective, as described in C., 1.1.1 of this Exhibit. This requirement may be waived if the participant has already completed it as part of their Bachelor's program or as a DHHS employee;

6.3.4 One additional elective in one of the following areas – child development, family dynamics, family violence, substance abuse and dependency, social work and the law, mental illness and/or developmental disabilities; and

6.3.5 One of the two Social Work Field Internships completed at DCYF.

6.4 MSW Participants that have been accepted under the Advanced Standing Program shall be required to complete the following:

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6.4.1 SW 805 Child Welfare: Policies, Programs and Practices;

6.4.2 SW 974 Social Work Supervision (only required for CAP students); and

6.4.3 A Social Work Field Internship completed at DCYF.

6.5 Participants shall also be required to attend a supervision seminar two times each semester (time and date to be determined by the ETP Program Director). The purpose of this seminar will be to give the participant an opportunity to network with other participants and to explore topics and issues that are unique to participants who are interning in a child welfare agency.

E. Deliverables Schedule:

1. Required Reports:

1.1 The Campus shall submit a report to the Administrator of the Bureau for Organizational Learning & Quality Improvement (BOLQI) at DCYF within 90 days of the end of each fiscal year that shall incorporate both process and outcome measures and shall have two general objectives:

1.1.1 The first objective shall be the evaluation of solicited feedback, from those involved with the program, to identify recommendations for improving the program, current program challenges, and barriers to program implementation. The Department of Social Work shall survey participants, the ETP Program Director, DCYF student intern supervisors, and DCYF program staff. In addition, the program evaluation shall review participant grade reports and the University's "Student Evaluation of Teaching" forms for SW 705/805, the child welfare course.

1.1.2 A second evaluation objective shall be to examine Title IV-E program outcomes, including an assessment of program participant child welfare knowledge. To provide preliminary data on program outcomes, the Campus' Department of Social Work shall ensure that participants complete brief surveys assessing their child welfare knowledgebase when they enter the program and at graduation.

1.1 The Campus shall consult and cooperate with on an on-going basis with DCYF to determine desired outcomes and to establish appropriate measurement tools.

1.2 The Campus, during the agreement period shall update the ETP brochure and promotional materials and processes it utilizes to attract prospective participants as needed. The Campus shall seek DCYF final approval of any changes prior to publishing.

1.3 The Campus must modify the ETP Student Agreement as needed to align with the Cooperative Project Agreement.

F. Budget and Invoicing Instructions:

1. Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the Services to be performed under this Agreement, the State Agency agrees to purchase from the Campus services in an amount not to exceed $891,475.00 for services performed during the program period specified above.

1.1 The Agreement Price will be no more than 75% of the total program cost. The Campus will provide at least 25% of the total program cost as match as shown in Exhibit B-1.

2. Monthly payments will be made to the Campus subject to the following conditions:

2.1 Payment will be on a cost reimbursement basis based on actual expenditures incurred in the fulfillment of this agreement. A UNH invoice template shall be used for billing, and must be completed, signed (or e-mailed), and returned to John Harrington (or his designee), Contract Specialist, Division for

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Children, Youth and Families, Department of Health and Human Services, 129 Pleasant Street, Concord, NH 03301-3857, in order to initiate payment.

2.2 Requests for payment shall be signed by an authorized representative of the Campus or submitted electronically by an authorized representative of the Campus. Payment requests may be submitted monthly, but at a minimum must be submitted quarterly.

2.3 Payment of the full Agreement Price will be contingent upon the Campus providing the required match, on a monthly basis. Expenditures will be in accordance with the approved line item budget shown in Exhibit B. Any adjustments in a line item in excess of 10% will require the prior written approval of the Division.

2.4 A final payment request will be submitted no later than forty-five (45) days after the Agreement ends. Failure to submit the invoice by this date could result in non-payment.

2.5 Notwithstanding anything to the contrary herein, the Campus agrees that funding under this Agreement may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the Services provided, or if the said Services have not been completed in accordance with the terms and conditions of this Agreement.

2.6 Payments may be withheld pending receipt of required reports as outlined in Exhibit A.

3. 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.

4. Federal funds paid to the Campus under this Agreement are from the US DHHS Grant/ Contract/ Cooperative Agreement No. Title IV-E under CFDA #93.658, Title IV-B Subpart 1 under CFDA #93.645 and the Social Services Block Grant under CFDA #93.667 from the Administration for Children and Families. Federal regulations required to be passed through to the Campus as part of this 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 incorporated herein by reference.

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State of New Hampshire
Department of Health and Human Services

Division for Children, Youth and Families

EXHIBIT B-1 - Plymouth State University
PERSONNEL DATA
State Fiscal Year 2014

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2014 (7/1/13-6/30/14)
1	Kim Kelsey	Clinical Assistant Professo	$ 54,290.00	25%	$ 13,572.83
2	Melissa Wells	Associate Professor	$ 75,210.00	10%	$ 2,500.00
3			$ -		$ -
4			$ -		$ -
5			$ -		$ -
6			$ -		$ -
7			$ -		$ -
8					
9					
		Total:			$ 16,072.83

Contractor Initials: RS
Date: 4/12/13

New Hampshire Department of Health and Human Services

Bidder/Program Name: UNH

Budget Request for: Education and Tuition Partnership

(Name of RFP)

Budget Period: July 1, 2013 - June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	16072.83	1285.8264	17358.6564	18500	35858.6564	MTDC
2. Employee Benefits	6481.72	518.5376	7000.2576	8565.5	15565.7576	MTDC
3. Consultants	$	$	$	$	$	
4. Equipment:	$	$	$	$	$	
Rental	$	$	$	$	$	
Repair and Maintenance	$	$	$	$	$	
Purchase/Depreciation	$	$	$	$	$	
5. Supplies:	$	$	$	$	$	
Educational - TUITION/PART SUPPORT	108299	$	108299	$	108299	MTDC
Office	$	$	$	$	$	
6. Travel	$	$	$	$	$	
7. Occupancy	$	$	$	$	$	
8. Current Expenses	$	$	$	$	$	
Telephone	$	$	$	$	$	
Postage	$	$	$	$	$	
Subscriptions	$	$	$	$	$	
Audit and Legal	$	$	$	$	$	
Insurance	$	$	$	$	$	
Board Expenses	$	$	$	$	$	
9. Software	$	$	$	$	$	
10. Marketing/Communications	$	$	$	$	$	
11. Staff Education and Training	$	$	$	$	$	
12. Subcontracts/Agreements	$	$	$	$	$	
13. Other (Indirects):	$	$	$	17150.49	17150.49	IDC on C/S and unrecovered F&A on State Costs
TOTAL	$ 130,853.55	$ 1,804.36	$ 132,657.91	$ 44,215.99	$ 176,873.90	

Indirect As A Percent of Direct 1.38%

Contractor Initials: KS

Date: 4/12/13

FILE

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

Maggie Bishop
Director

May 8, 2012

G&C Approved
Date 6/6/12
Item # 49

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing Project Agreement (Purchase Order # 1016935) with the University System of New Hampshire, University of New Hampshire campus, (Vendor# 177867 B046), Durham, NH for the provision of an educational tuition partnership, by increasing the price limitation by $175,700.00 from $540,075.00 to an amount not to exceed $715,775.00 and extending the completion date to June 30, 2013, effective July 1, 2012 or date of Governor and Executive Council approval, whichever is later. Governor and Executive Council approved the original Project Agreement on August 13, 2008 (Item #117) and subsequently amended on July 14, 2010 (Item #54) for State Fiscal Years 2011 and 2012. Funds are available for State Fiscal Year 2013 in the following account:

05-95-40-402010-5805 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, STAFF DEVELOPMENT, STAFF DEVELOPMENT BUREAU

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease Amount	Revised Modified Budget
2009	066-500544	Educational Training (Tuition)	40160001	$125,725.00	$0.00	$125,725.00
2010				$131,288.00	$0.00	$131,288.00
2011				$107,362.00	$0.00	$107,362.00
2012				$175,700.00	$0.00	$175,700.00
2013				$0.00	$175,700.00	$175,700.00
Total:				$540,075.00	$175,700.00	$715,775.00

EXPLANATION

The above action is requested to extend an existing agreement by one year to ensure the continued provision of social work educational opportunities for qualified future employees and current employees of the Division for Children, Youth and Families. The agreement provides the Division with a mechanism with which to cultivate a skilled and competent workforce, by sponsoring Bachelor's or Master's level students in the University of New Hampshire, for one to two years of their college education.

For many years, the Division has experienced a high employee attrition rate and long recruitment delays due to a lack of field professionals in the child welfare arena; this agreement provides the Division with a mechanism to turn this trend around. The agreement covers the cost of the participants' tuition and incidentals, and the University's coordination of the program. Through the partnership, the Division has succeeded in incorporating a child welfare focus into the social work curriculum at the University. Therefore, the partnership not only supports the participants directly sponsored, but also cultivates the child welfare/social work field in general, with over two hundred students (100 at the Bachelor lever/100 at the Master level) studying this field at the University each year.

To participate in this educational opportunity, students must be enrolled in an undergraduate or graduate social work program within the University and must agree to accept employment and work with the Division for a period of time – two years of work for each year that the Division supported the student's educational needs. Prospective students must first apply to the program to be considered for participation. A selection committee, minimally made up of the University's Educational Tuition Partnership Director, the Administrator of the Bureau of Organizational Learning and Quality Improvement, and the Division Director (or their designees), interviews and carefully scrutinizes prospective participants. In doing so, previous educational and/or work performance is evaluated, references are obtained, and the applicant's own description of their desire to participate in the program and enter into the child welfare field, are all taken into consideration.

Because this program only provides support for the junior and senior years at the Bachelor's level, the Division is ensured that its support is provided to those students that have already demonstrated a commitment to social work. Similarly, because the program will support one to two years for Master's level participants, the Division is assured of the student's commitment to increasing their expertise in social work. As an added assurance of maintaining the Division's ability to recruit skilled and competent field staff, participants in this program must complete field practicum's (internships). More often than not, internships are carried out in the Division's field offices – under the watchful eye of long time Division supervisors.

The University performed well under the previous agreement; its program evaluations were very positive and the interns [future employees] coming to the Division from the program were well received. The Division and the University have also kept the cost of this program down as much as possible; including periodically lowering the number of students receiving Division sponsorship as our recruitment needs fluctuate. Based on these factors, the Division wishes to exercise its option to extend the contract for a one-year period, subject to the continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council. Should the Governor and Executive Council not approve this request the Division may begin to experience a high employee attrition rate and long recruitment delays due to lack of field professionals in the child welfare arena.

Competitive Bidding

When the Division began this program in 2002, it first focused on funding requirements from its federal program sponsor, the US Department of Health and Human Services, Administration for Children and Families. Specifically, the federal funds require a minimum 25% match of public dollars. The Division had two choices to meet the match requirement: utilize General funds or utilize public higher education institutions and require them to provide the match. Due to the lack of General funds available for this purpose, the Division chose to develop the program by leveraging public higher education institution dollars (via instituting a match requirement component).

Also, because this program requires students to complete their practicums locally (preferably with the Division), the Division recognized that the public higher education institutions should be in NH or within close proximity to NH's border. In 2002, the combination of having a social work degree program, being proximal to the Division's offices, and being a publicly funded higher education institution resulted in only three schools being eligible to participate in the partnership: the University of New Hampshire, Plymouth State University and Boston College. After working with these three schools to reach agreement that they would develop a child welfare component into their social work program, the Division entered into contracts with each school to develop the child welfare components and to sponsor participants that may later become Division employees. The Division later terminated the Boston College contract, by mutual agreement, due to a lack of participating students wishing to attend that school.

In 2008, because the supporting federal funding requirements had not changed, the Division again looked at the entire higher education community to determine which schools would be eligible to participate in the partnership and actually wanted to participate in it as well. As was the case in 2002, only the same three schools are eligible to participate in 2008. The Division reached out to all three to determine whether they were interested in participating in the program again. Only the University of NH and Plymouth State University indicated that they were; Boston College was not. Based on these discussions, the Division chose to pursue new agreements with the University of NH and Plymouth State University; essentially exhausting the pool of vendors interested in performing this service.

Geographic area served: Statewide

Source of funds: 100% Federal, with the University providing an additional 25% Match. In the event that the Federal funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,

Maggie Bishop

Maggie Bishop (KSS)
Director

Approved by:
Nicholas A. Toumpas
Commissioner

AMENDMENT # 2 to
COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE,
and the
University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on August 8, 2008, item # 117, for the Project titled " Educational Tuition Partnership," Campus Project Director, Cynthia Moniz, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

☐ Extend the Project Agreement and Project Period end date, at no additional cost to the State.

☐ Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.

☒ Other: **Extend the Project Agreement and Project Period end date and provide addtional funding from the State.**

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

• Article A. is revised to replace the State Department name of with and/or USNH campus from to

• Article B. is revised to replace the Project End Date of **June 30, 2012** with the revised Project End Date of **June 30, 2013**, and Exhibit A, article B is revised to replace the Project Period of **August 13, 2008 - June 30, 2012** with **August 13, 2008 - June 30, 2013.**

• Article C. is amended to expand Exhibit A by including the proposal titled, " ," dated .

• Article D. is amended to change the State Project Administrator to **John Harrington** and/or the Campus Project Administrator to .

• Article E. is amended to change the State Project Director to and/or the Campus Project Director to .

• Article F. is amended to add funds in the amount of **$175,700.00** and will read:

Total State funds in the amount of **$715,775.00** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

• Article F. is amended to change the cost share requirement and will read:

Campus will cost-share **a minimum of 25%** of total costs during the amended term of this Project Agreement.

• Article F. is amended to change the source of Federal funds paid to Campus and will read:

EXHIBIT B

METHOD, SCHEDULE, AND CONDITIONS PRECEDENT TO PAYMENT

Campus: University of New Hampshire
Program Period: Governor & Council approval through June 30, 2010
CFDA # and Title: 93.658 Foster Care, Title IV-E and 93.667, Social Services Block Grant; both from the Administration for Children, Youth and Families, US Department of Health and Human Services.

1. Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the Services to be performed under this Agreement, the State Agency agrees to purchase from the Campus services in an amount not to exceed $257,013 for services performed during the program period specified above.

   1.1 The Agreement Price will be no more than 75% of the total program cost. The Campus will provide at least 25% of the total program cost as match as shown in Exhibit B-1.

2. Monthly payments will be made to the Campus subject to the following conditions:

   2.1 Payment will be on a cost reimbursement basis based on actual expenditures incurred in the fulfillment of this agreement. A UNH invoice template shall be used for billing, and must be completed, signed (or e-mailed), and returned to Diana Lacey (or her designee), Contract Specialist, Division for Children, Youth and Families, Department of Health and Human Services, 129 Pleasant Street, Concord, NH 03301-3857, in order to initiate payment.

   2.2 Requests for payment shall be signed by an authorized representative of the Campus or submitted electronically by an authorized representative of the Campus. Payment requests may be submitted monthly, but at a minimum must be submitted quarterly.

   2.3 Payment of the full Agreement Price will be contingent upon the Campus providing the required match, on a consistent basis. Expenditures will be in accordance with the approved line item budget shown in Exhibit B-1. Any adjustments in a line item in excess of 10% will require the prior written approval of the Division.

   2.4 A final payment request will be submitted no later than forty-five (45) days after the Agreement ends. Failure to submit the invoice by this date could result in non-payment.

   2.5 Notwithstanding anything to the contrary herein, the Campus agrees that funding under this Agreement may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the Services provided, or if the said Services have not been completed in accordance with the terms and conditions of this Agreement.

   2.6 Payments may be withheld pending receipt of required reports as outlined in Exhibit A.

3. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

4. Federal funds paid to the Campus under this Agreement are from the US DHHS Grant/Contract/Cooperative Agreement No. Title IV-E and the Social Services Block Grant from the Administration for Children and Families under CFDA # 93.658 and 93.667. Federal regulations required to be passed through to the Campus as part of this 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 incorporated herein by reference.