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Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-6133  
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October 29, 2020

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education, Bureau of Student Wellness, Office of Social & Emotional Wellness to enter into a **sole source** cooperative project agreement with Keene State College, (vendor code 315187), Keene, NH in an amount not to exceed \$239,593.25 to work in partnership with the NH Department Of Education, (NHDOE) to provide external evaluation services of the School Climate Transformation Grant (SCTG), with the option to renew for three additional years effective upon Governor and Executive Council approval through September 29, 2021. 100% Federal funds.

Funds to support this request are available in the accounts titled School Climate Transformation and Federal Accountability in FY21 and anticipated to be available in FY22, upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

06-56-56-562010-23700000-102-500731	<u>FY'21</u>	<u>FY'22</u>
Contracts for Program Services	\$114,955.95	\$ 76,637.30
06-56-56-567010-30590000-102-500731		
Contracts for Program Services	\$48,000.00	

**EXPLANATION**

The contract is being **sole sourced**, due to the federal grant requirement that the agency identify an external evaluator and LEA Evaluation Contract prior to submitting the application. The purpose of this cooperative agreement is to provide technical assistance and evaluation services to the NH Department of Education and to Local Education Agencies (LEAs) in three regions of the stat to: (1) Build, improve, or enhance the use of a multi-tiered behavioral framework including the development and implementation of a coaching model and related training and tools to increase statewide capacity, and to support LEA implementation; (2) Collect and report data in an effort to

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
Page Two

inform additional school climate efforts; and (3) Support the NH YRBS data use Integration to aid NH's schools with data-driven decision-making as it relates to the use of a multi-tiered behavioral framework.

The team from the Behavioral Health Improvement Institute (BHII) at Keene State College team will provide LEAs with training and ongoing technical assistance in data collection and analysis, evaluation and evaluative thinking, and utilization of data to make decisions and improve quality. Consistent with the tenets of Empowerment Evaluation, BHII will provide training and coaching, scaffolding in the form of support tools and protocols, and graded mastery experiences in which LEAs increasingly assume responsibility for the evaluative work. For example, at first, BHII will train LEAs in data collection best practices, provide ongoing coaching and support around data collection routines, and set up mechanisms to monitor data capture and quality. Over time, BHII will gradually recede into the background as LEAs increasingly take over these functions, with consultation and support from BHII as necessary.

BHII will track each of the Government Performance and Results (GPRA) Act performance measures as required by the grant. In addition to the required GPRA indicators, BHII will collect additional performance measures and qualitative data at the local, LEA level to enhance project evaluation. Together, these data will offer a comprehensive picture of project performance.

KSC will be evaluated by the Department through the monitoring of the services provided. In addition, KSC will submit reports to the Department on the progress in meeting the objectives of the contract.

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

Respectfully submitted,



Frank Edelblut  
Commissioner of Education



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF INFORMATION TECHNOLOGY  
27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
www.nh.gov/doi

Denis Goulet  
Commissioner

October 28, 2020

Frank Edelblut, Commissioner  
Department of Education  
State of New Hampshire  
101 Pleasant Street  
Concord, NH 03301

Dear Commissioner Edelblut:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a Cooperative Project Agreement with Keene State College Keene, NH, as described below and referenced as DoIT No. 2021-046.

This is a request to enter into a sole source Cooperative Project Agreement (CPA) with Keene State College (KSC). The Behavioral Health Improvement Institute (BHII) at Keene State College will serve as the external evaluator and technical assistance provider for the State Educational Agency School Climate Transformation Grant. BHII works with community partners to improve community and behavioral health practice and outcomes for underserved populations. Data collected through this CPA will be used for the purposes of meeting state and federal accountability requirements.

The funding amount is not to exceed \$239,593.25 and shall become effective upon Governor and Council approval through September 29, 2021.

A copy of this letter should accompany the Department of Education's submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in cursive script, appearing to read "Denis Goulet".

Denis Goulet

DG/ik  
DoIT #2021-046

cc: Bruce Smith, DoIT

# COOPERATIVE PROJECT AGREEMENT

between the  
STATE OF NEW HAMPSHIRE, Department of Education  
and the  
Keene 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 (hereinafter "State"), Department of Education, and the University System of New Hampshire, acting through Keene 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 9/29/2021. 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: School Climate Transformation Grant – External Evaluation and Technical Assistance Services

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

State Project Administrator	Campus Project Administrator
Name: Michelle Myler	Name: Abby Holmes
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Behavioral Health Improvement Institute M3520, Keene State College 229 Main Street Keene, New Hampshire 03435
Phone: 603-271-4018	Phone: 603-831-1972

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

State Project Director	Campus Project Director
Name: Michelle Myler	Name: Megan Phillips
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Behavioral Health Improvement Institute, Keene State College, 229 Main Street Keene, New Hampshire 03435
Phone: 603-271-4018	Phone: 802-275-8395

Campus Authorized Official

Date 10-28-2020

F. Total State funds in the amount of \$239,593.25 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share Click here to enter text. % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. SM-16-009 from Department of Health and Human Services, Substance Abuse Services Administration under CFDA# 93.104. 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:  
Click here to enter text.

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

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

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

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

<b>By An Authorized Official of:</b>	<b>By An Authorized Official of:</b>
Keene State College	Department of Education
Name: Susan LaPanne	Name: Frank Edelblut
Title: Vice President for Finance and Administration	Title: Commissioner of Education
Signature and Date: <i>Susan LaPanne</i> 10-28-2020	Signature and Date: <i>Frank Edelblut</i> 11/4/20

<b>By An Authorized Official of:</b>	<b>By An Authorized Official of:</b>
The New Hampshire Office of the Attorney General	The New Hampshire Governor & Executive Council
Name: Christopher Bond	Name:
Title: Attorney	Title:
Signature and Date: <i>Christopher Bond</i> 11/4/20	Signature and Date:

Campus Authorized Official *[Signature]*  
Date 10-28-2020

## EXHIBIT A

**A. Project Title:** School Climate Transformation Grant

**B. Project Period:** Upon Governor and Executive Council approval through 9/29/2021, with the option to renew for three (3) additional years

**C. Objectives:** The Behavioral Health Improvement Institute (BHII) at Keene State College will serve as the external evaluator and technical assistance provider for the State Educational Agency School Climate Transformation Grant. BHII works shoulder to shoulder with community partners to improve community and behavioral health practice and outcomes for underserved populations. BHII improves practice through program evaluation; infusion of behavioral health expertise in school, primary care, and other settings; and trauma sensitivity training in communities, mental health centers, and schools. Their work shares a common value framework: beholden to local stakeholders, dedicated to the learning needs of their partners, infused with the most current and relevant scholarship, and aimed at maximum impact on population-level health outcomes.

**D. Scope of Work:**

Keene State College (KSC) (vendor code 315187) will provide the following services within this contract:

1. Submit a comprehensive evaluation work plan and timeline for approval that includes a detailed description of data to be collected, processes for collecting the data, an outline of evaluation theories and methodologies for analysis, and assurances related to informed consent, data sharing agreements, and privacy protection.
2. Provide Multi-Tiered System of Support for Behavioral (MTSS-B) Health and Wellness Training and Coaching to regional student wellness consultants and other eligible partners.
3. Continue development of NH Student Wellness Toolkit and related materials including the development of a recognition strategy for participating schools.
4. Execution of approved comprehensive evaluation plan.
5. Act as the liaison between the NH Department of Education and the federal evaluation team.
6. Participate in monthly calls with staff from the Office of Social & Emotional Wellness.
7. Provide timely and frequent updates on data collection and analysis.
8. Host quarterly in-person or electronic evaluation meetings with all relevant project partners.
9. Provide training and technical assistance to project partners in the area of data collection and analysis.
10. Serve on work groups, advisory councils and committees as appropriate.
11. Demonstrate in their work a commitment to the system of care values and guiding principles.
12. Author Evaluation Reports as needed.
13. Author Project Evaluation Report upon completion of the performance period.
14. At the completion of the project, BHII will submit all data to the DOE in a useable electronic format and purge it from their systems, adhering to industry standards for data cleaning.

**E. Deliverables Schedule:** Keene State College will provide ongoing evaluation support for the School Climate Transformation Grant including, but not limited to: Daily and weekly data collection from participating LEAs, monthly and as needed calls and meeting with Department of Education staff, and quarterly project evaluation meetings. Annual project reports will be submitted to the Department of Education summarizing and analyzing evaluation efforts in an effort to fulfill grant requirements.

Campus Authorized Official

Date 10-28-2020

**F. Budget and Invoicing Instructions:**

Domain	Activities	Budget
Project database	Cloud-based project database development, hosting, and maintenance; data collection/reporting training and technical assistance to all database users; project database seats for Office of Social and Emotional Wellness (OSEW) staff	\$15,175.25
Analysis & Reporting	Quarterly and annual evaluation reporting to USDOE in line with all federal data reporting requirements; quarterly, annual, and project-end data analysis and reporting to project stakeholders; data visualization software for data analysis and reporting, including cloud-based stakeholder interface	\$21,566.50
Stakeholder engagement	Monthly and quarterly stakeholder evaluation meetings as needed/appropriate; travel to/from NHDOE/LEAs spell out as needed at .545 per mile	\$6,960.20
MTSS-B consultant training	Overview of MTSS-B Multi-tiered System of Support framework, values, core features, strategies; roles and responsibilities of the coach; MTSS-B implementation tasks and actions; implementation science principles/drivers; orientation to core coaching/evaluation tools; school level practices: Tier 1/school wide and advanced tiers	\$24,125.92
MTSS-B Technical Assistance (TA) Center oversight/management & integration with evaluation	Weekly team meetings with Behavioral Health Improvement Institution/Office of Social and Emotional Wellness (BHII/OSEW). Consultants: (1) Check-in on coaching activities, self-reflection on adherence to training model; assess challenges/barriers to work (2) Evaluation integration; coordinate efforts; synthesize data/feedback mechanisms; package data with coaching tools/feedback	\$42,594.88
MTSS-B Toolkit development	Continue development of the NH Student Wellness Toolkit and related materials including development, refinement, and packaging of MTSS-B tools to guide coaching and evaluation for districts and schools in their MTSS-B implementation, as well as development of a recognition strategy for participating schools.	\$66,182.73
Dissemination Products	Whitepapers/articles for scholarly contributions and/or distribution to stakeholders; conference presentation(s)/travel	\$13,987.76
Toolkit website hosting: (potential)	Preliminary; BHII hosting and maintenance of a website to house the NH Student Wellness Toolkit	\$1,000.00
NH YRBS Data Use Integration	Create reports, fact sheets, and infographics and enhance integration and use of Youth Risk Behavior Survey (YRBS) data to support NH's schools with data-driven decision-making as it relates to MTSS-B.	\$48,000.00
	<b>Total</b>	<b>\$239,593.25</b>

Campus Authorized Official   
Date 10-28-2020

Payment will be made in five equal installments of \$47,918.65, invoiced by the 10<sup>th</sup> day following the end of each quarter of the federal fiscal year (i.e. January 10, 2021; April 10, 2021, and July 10, 2021; October 10, 2021) with the last, 5<sup>th</sup> payment, to be invoiced within 30 days of the end of this agreement, and upon delivery of the annual evaluation report. Invoices shall detail a summary of activities that have taken place in accordance with the terms of the contract. Invoice template will be provided by the Office of Social & Emotional Wellness.

Attn: Michelle Myler  
NH Department of Education  
Office of Social & Emotional Wellness  
101 Pleasant Street  
Concord, NH 03301

**Funding Source:**

Funds are available in the accounts titled School Climate Transformation Grant and Federal Accountability for FY'21 and are anticipated to be available in FY'22 upon the availability and appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the budget office if needed and justified.

06-56-56-562010-23700000-102-500731  
Contracts for program services

FY'21  
\$114,955.95

06-56-56-567010-30590000-102-500731  
Contracts for program services

\$48,000.00

06-56-56-562010-23700000-102-500731  
Contracts for program services

FY'22  
\$ 76,637.30

Campus Authorized Official   
Date 10-28-2020

**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

Campus Authorized Official   
Date 10-28-2020