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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
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March 22, 2021

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 contract with University System of New Hampshire, (UNH) Youth and Family Resiliency, (vendor code 315189), Durham, NH in an amount not to exceed \$450,000.00 to provide Youth Mental Health First Aid, effective upon Governor and Executive Council approval through September 29, 2022. 100% Federal Funds.

Funds to support this request are available in Fiscal Year 2021 and anticipated to be available in Fiscal Year 2022, and Fiscal Year 2023 in the accounts titled Stop School Violence and Project AWARE, upon the availability of funds in the future operating budget with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

06-56-56-565620-23750000-102-500731	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>
Contract for Program Services	\$0	\$197,851	\$47,149
06-56-56-565620-25080000-102-500731	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>
Contract for Program Services	\$154,213	\$50,787	\$0

EXPLANATION

The purpose of this cooperative agreement is to support the expansion of NH's System of Care through the provision of technical assistance and evaluation of the services and supports implemented by the NH Department of Education as follows: (1) Coordinate the delivery of the Youth Mental Health First Aid training curriculum Expected outcomes: Coordinated effort of delivery of YMHFA with fidelity across the state; (2) Coordinate trainings for schools and other organizations (e.g., receiving requests, finding trainers, ensuring trainers have all materials). Register participants for training, and assist instructors in ensuring that participants taking the blended option complete self-paced portion prior to synchronous portion; (3) Build a robust network of committed YMHFA instructors Expected outcomes: Increase YMHFA instructor

network; (4) Quarterly meetings with NH YMHFA trainers; (5) Serve as liaison to the National Council for Behavioral Health (NCBH), and communicate any updates to NH YMHFA trainers. Work with NCBH to address questions and concerns of trainers; (6) New Instructor training; (7) Evaluation & Reporting; (8) Expected outcomes: Improved connections among instructors and program delivery insights as a result of review of evaluation data; (9) Follow up with instructors to gather attendance data from training; (10) Send training evaluation survey to participants; (11) Submit monthly reports to the DOE; (12) Review evaluation data to look for trends, guide instructor meeting discussions, and program improvement suggestions.

A Request for Proposals (RFP) was posted on the Department of Education's website from August 26, 2020 to September 4th 2020, and The Department received one (1) proposal from the issuance of the Request for Proposals RFP #BSW-2020-01 New Hampshire Youth Mental Health First Aid.

A review committee consisting of Nathaniel Greene, Administrator of Bureau of Educational Opportunities, Lisa Hayward, Prevention Coordinator, Educational Consultant, Ellen Desmond, Special Projects Coordinator, Program Specialist 3.

The proposal submitted by University System of New Hampshire, (UNH) Youth and Family Resiliency, met the criteria of the Request for Proposals (Attachment A).

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

Attachment A

SCORING FOR REVIEW

New Hampshire Youth Mental Health First Aid

Proposal Criteria in the RFP

CATEGORY	POINTS
<i>Significance of Proposal</i>	10
Provide a detailed explanation of how you will address the core services of the proposal to coordinate the delivery of the Youth Mental Health First Aid training curriculum with fidelity across the state of New Hampshire	25
Resource Leveraging & Partners	15
Management Plan	15
Evaluation Plan	10
Adequacy of Resources	25
TOTAL	100

The Request for Proposal (RFP) was posted on the Department of Education's website on August 26, 2020. One (1) RFP Proposal was received by the due date of September 4, 2020.

Scoring

UNH Cooperative Extension: Average Score 85

	Score
Nathaniel G	81
Lisa H	88
Ellen D	87
Average Score	85

A proposal review occurred on September 8, 2020. The RFP review panel consisted of the following employees from the Department of Education.

Ellen D. Special Projects Coordinator, Program Specialist 3. Her primary role is to oversee all Special grant funded projects across the Office of Social Emotional Wellness. She has been with the office for three years.

Nathaniel G. PH.D Administrator of the Bureau of Educational Opportunities. Dr. Greene oversees school approval for the state of New Hampshire, including public schools, private schools, and charter schools. Additionally, he administers the federal accountability program for the state, which is housed within the iReport system. He has been with the Department for three years.

Lisa H. PH. D , Educational Consultant, Prevention Coordinator for the Bureau of Student Wellness. Her primary role is prevention coordinator on a variety of topics that impact student wellness to include Youth Mental Health. She was previously a Dean of Colleges.

COOPERATIVE PROJECT AGREEMENT

between the
STATE OF NEW HAMPSHIRE, Department of Education
and the

University of New Hampshire of the **UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), Department of Education and the University System of New Hampshire, acting through University of New Hampshire, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except Governor and Council 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 Council approves this Project Agreement ("Effective date") and shall end on 9/29/2022. 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: UNH Cooperative Extension – Youth Mental Health First Aid

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.

<u>State Project Administrator</u>	<u>Campus Project Administrator</u>
Name: Michelle Myler	Name: Cheryl Moore
NH Department of Education 101 Pleasant Street Concord, NH 03301	University of New Hampshire Sponsored Programs Administration 51 College Road, Room 113 Durham, NH 03824
Phone: 603-271-4018	Phone: 603-862-1992

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.

<u>State Project Director</u>	<u>Campus Project Director</u>
Name: Jennifer Doris	Name: Kendra Lewis
NH Department of Education 101 Pleasant Street Concord, NH 03301	University of New Hampshire Taylor Hall 59 College Road Durham, NH 03824-3585
Phone: 603-271-2295	Phone: 603-862-2495

Campus Authorized Official KJ
Date 3/18/21

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 % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant Number H79SM082054 – Substance Abuse and Mental Health Services Administration (SAMHSA) – Project AWARE - CFDA #93.243 and Grant Number 2018-YS-BX-0115 - Department of Justice, Office of Justice Programs, NH School Safety and Violence Prevention and Mental Health Training - CFDA #16.839 from NH Department of Health and Human Services, Substance Abuse Services Administration under, 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 University of New Hampshire and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

By An Authorized Official of:	By An Authorized Official of:
University of New Hampshire	Department of Education
Name: Karen M. Jensen	Name: Frank Edelblut
Title: Sponsored Programs Administration, Director Pre-Award	Title: Commissioner of Education
Signature and Date: <i>Karen Jensen</i> 3/18/21	Signature and Date: <i>[Signature]</i> 3-18-21

By An Authorized Official of:	By An Authorized Official of:
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>[Signature]</i> 3/25/21	Signature and Date:

Campus Authorized Official KJ
Date 3/18/21

EXHIBIT A

- A. Project Title:** UNH Cooperative Extension – Youth Mental Health First Aid (YMHFA)
- B. Project Period:** Upon Governor and Executive Council approval through September 29, 2022
- C. Objectives:** Coordinate the delivery of Youth Mental Health First Aid training and expected outcomes.
- D. Scope of Work:** University of New Hampshire (UNH) (vendor code 315187 – B083) shall provide:

1. Coordinate the delivery of the Youth Mental Health First Aid training curriculum Expected outcomes: Coordinated effort of delivery of YMHFA with fidelity across the state
2. Coordinate trainings for schools and other organizations (e.g., receiving requests, finding trainers, ensuring trainers have all-materials). Register participants for training, and assist instructors in ensuring that participants taking the blended option complete self-paced portion prior to synchronous portion.
3. Build a robust network of committed YMHFA instructors Expected outcomes: Increase YMHFA instructor network
4. Quarterly meetings with NH YMHFA trainers
5. Serve as liaison to the National Council for Behavioral Health (NCBH), and communicate any updates to NH YMHFA trainers. Work with NCBH to address questions and concerns of trainers
6. New Instructor training
7. Evaluation & Reporting
8. Expected outcomes: Improved connections among instructors and program delivery insights as a result of review of evaluation data
9. Follow up with instructors to gather attendance data from training
10. Send training evaluation survey to participants
11. Submit monthly reports to the DOE
12. Review evaluation data to look for trends, guide instructor meeting discussions, and program improvement suggestions

E. Deliverables Schedule:

Timeline	Task
Upon G&C Approval	Hire Program Manager and Field Specialist
Upon G&C Approval – September 29, 2022	Coordinate trainings for schools and other organizations Register participants for training, and assist instructors in ensuring that participants taking the blended option complete self-paced portion prior to synchronous portion.
Upon G&C Approval –September 29, 2022	Quarterly meetings with NH YMHFA trainers
Upon G&C Approval - September 29, 2022	Serve as liaison to the National Council for Behavioral Health (NCBH), and communicate any updates to NH YMHFA trainers. Work with NCBH to address questions and concerns of trainers
Spring 2021, Summer 2021 Spring 2022	New Instructor training
Upon G&C Approval – September 29, 2022	Follow up with instructors to gather attendance data from training. Send training evaluation survey to participants. Submit monthly reports to the DOE.

Campus Authorized Official KJ
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June, September, December, 2021 March, June, September, 2022	Review evaluation data to look for trends, guide instructor meeting discussions, and program improvement suggestions
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F. Budget and Invoicing Instructions:

	FY21	FY22	FY 23	Total
A. Senior Personnel Salary	\$28,636	\$87,627	\$22,564	\$138,827
B. Fringe	\$12,542	\$38,381	\$9,883	\$60,806
C. Travel	\$605	\$1,528	\$207	\$2,340
D. Supplies	\$6,700	\$3,700	\$400	\$10,800
E. Service Providers	\$71,000	\$43,000	\$0	\$114,000
F. Participant Support Costs (subject to indirect costs)	\$3,665	\$29,101	\$5,501	\$38,266
G. Total Direct Costs (excluding Participant Support Costs)	\$119,483	\$174,236	\$33,054	\$326,773
H. Indirect Costs (26%)	\$31,065	\$45,301	\$8,594	\$84,960
Total Request	\$154,213	\$248,638	\$47,149	\$450,000

Limitation on Price: This contract will not exceed \$450,000

Source of Funding:

Funds to support this request are available in Fiscal Year 2021 and anticipated to be available in Fiscal Year 2022, and Fiscal Year 2023 in the accounts titled Stop School Violence and Project AWARE, upon the availability of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

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Contract for Program Services	\$0	\$197,851	\$47,149
06-56-56-565620-25080000-102-500731	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>
Grants Federal	\$154,213	\$50,787	\$0

Method of Payment: Payment is to be made on the basis of invoices which are supported by a summary of completed deliverables, as outlined by budget line, that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. Invoices and reports shall be submitted to:

Michelle Myler, Administrator
Bureau of Student Wellness
Department of Education
101 Pleasant Street
Concord, NH 03301

Campus Authorized Official KJ
Date 3/18/21

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

Campus Authorized Official KJ
Date 3/18/21