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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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Concord, N.H. 03301  
TEL. (603) 271-3495  
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March 30, 2021

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

**REQUESTED ACTION**

Authorize the Department of Education, Bureau of Vocational Rehabilitation to enter into a **Sole Source** contract with the University of New Hampshire, Durham, New Hampshire (Vendor Code 177867), in an amount not to exceed \$387,500, to provide funding for the Project Coordinator and support staff for an Inclusive Higher Education Program for individuals with intellectual disabilities, effective upon Governor and Council approval for the period through June 30, 2026. 100% Federal Funds.

Funds to support this request are available in the account titled VR Field Programs-Federal in FY21 and are anticipated to be available in FY22 through FY26, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

06-56-56-565010-25380000- Bureau of Vocational Rehabilitation

Fiscal Year	Class-Account	Class Title	Amount
FY21	102-500731	Contract for Program Services	\$12,500
FY22	102-500731	Contract for Program Services	\$75,000
FY23	102-500731	Contract for Program Services	\$75,000
FY24	102-500731	Contract for Program Services	\$75,000
FY25	102-500731	Contract for Program Services	\$75,000
FY26	102-500731	Contract for Program Services	\$75,000
Total			\$387,500

**EXPLANATION**

This request is **Sole Source** to help fully implement the Inclusive Higher Education Program at the University of New Hampshire, UNH-4U. The University of New Hampshire has been in partnership with the Department of Education on many projects, and the purpose of this funding

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
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is to pay for the Project Coordinator and support staff to fully implement the program for the students attending for the next five years. The purpose of this programming is to enhance education and career learning experiences for individuals with intellectual disabilities to assist in the competitive, integrated employment of these participants.

The work world for individuals with disabilities is changing, with entry-level positions in many companies disappearing. It is with this changing workforce landscape the Bureau of Vocational Rehabilitation, in partnership with the University of New Hampshire, can implement this program to enhance employment opportunities in career pathways for individuals with intellectual disabilities.

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

Respectfully Submitted,



Frank Edelblut  
Commissioner of Education

**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"), 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 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 **6/30/26**. 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: **UNH4U - Program Coordinator Staff**

- 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: Lisa Hinson-Hatz  
Address: NH Department of Education  
101 Pleasant Street  
Concord, NH 03301  
  
Phone: 603-419-0086

**Campus Project Administrator**

Name: Lisa Scigliano  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 116  
Durham, NH 03824  
  
Phone: 603-862-0529

- 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: Lisa Hinson-Hatz  
Address: NH Department of Education  
101 Pleasant Street  
Concord, NH 03301  
  
Phone: 603-419-0086

**Campus Project Director**

Name: Tobey Partch-Davies  
Address: 56 Old Suncook Road-Suite 2  
Concord, NH 03301  
  
Phone: 603-228-2084

F. Total State funds in the amount of \$387,500 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/Contract/Cooperative Agreement No. **06-56-565010-2538-102-500731** from **U.S. Department of Education** under CFDA# **84.126**. 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 **University of New Hampshire** and the State of New Hampshire, **NH Department of Education** have executed this Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen

Title: Director, Pre-Award

Signature and Date:

Karen Jensen

Digitally signed by Karen Jensen  
Date: 2021.04.21 11:01:21 -0400

**By An Authorized Official of:  
NH Department of Education**

Name: Frank Edelblut

Title: Commissioner of Education

Signature and Date:



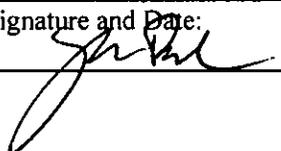
4-21-21

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

Name: Christopher Bond

Title: Attorney

Signature and Date:

 4/28/21

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

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

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

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

## EXHIBIT A

- A. Project Title:** UNH4U Program Coordinator Staff
- B. Project Period:** Upon Governor and Council Approval through 06/30/26
- C. Objectives:** Provide funding for the Project Coordinator and support staff to implement the UNH4U program for the next five years.
- D. Scope of Work:** University of New Hampshire (UNH) (vendor code 315187) shall provide Project Coordinator and support staff positions to implement the UNH4U program. This program is an Inclusive Higher Education Program for individuals with intellectual disabilities at the University of New Hampshire. This partnership effort would increase college-based access to programs for young adults with intellectual disabilities in New Hampshire higher education settings. Programs, like "UNH-4U" will improve independent living skills and employment rates for individuals with intellectual disabilities.
- E. Deliverables Schedule:** The following deliverables will be provided with the Project Coordinator and support staff funding:
- Identify, recruit, and enroll ten (10) young adults with intellectual disabilities in the full UNH-4U program for each year beginning in the fall of 2021 and each year, thereafter. Additional students will be enrolled in immersion experiences or remote learning components of the program.
  - Provide 1, 2 or 3 day immersion experiences to prepare students for the on-campus environment component of the program and to determine if this program will truly work for their goals.
  - Provide individual supports and services, through mentors and available direct support professionals, for the academic and social inclusion of young adults with intellectual disabilities in academic courses, extracurricular activities, and other aspects of the eligible college or university's regular postsecondary program.
  - Provide a focus on integrated work experiences, career skills, academic enrichment, socialization, independent living skills, financial literacy, and self-advocacy skills that lead to community-integrated, customized and/or competitive employment. --Facilitate person-centered planning in the development of each course of study for each youth or young adult with an intellectual disability participating in the program.
  - Develop and supervise job internships, along with Community Rehabilitation Programs, for participating students during their final term of enrollment.
  - Provide remote class work related to appropriate and chosen course selections, in concert with program mentors.
  - Participate with the Campus in the evaluation of project components, including data collection, storage, analyses, and reporting.
  - Engage in regular meetings or conference calls with program staff and on an annual basis with NHVR Project Leads to discuss project progress, successes, challenges and strategies.
  - Plan for the sustainability of the project program after the end of the grant period (i.e. private pay; financial aid for college training from NHVR; "fee for service" under IDEA, NH Waivers, Workforce Development, etc.).
  - Create and offer microcredits upon completion of course work to participants.
  - Seek approval through the Office of Postsecondary Education (OPE) to become a Comprehensive Transition and Postsecondary (CTP) Program.

**F. Budget and Invoicing Instructions:**

**Budget:**

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>Total</u>
Personnel	\$6,134	\$37,354	\$36,644	\$36,613	\$37,711	\$38,043	\$ 192,499
Fringe	\$2,687	\$16,361	\$16,050	\$16,036	\$16,517	\$16,663	\$ 84,314
Travel	\$ 0	\$150	\$250	\$250	\$250	\$ 0	\$900
Supplies	\$ 425	\$880	\$ 1,801	\$ 1,846	\$267	\$39	\$5,258
Subtotal Direct Costs	\$9,246	\$54,745	\$54,745	\$ 54,745	\$54,745	\$54,745	\$ 282,971
Indirect Costs	\$3,254	\$ 20,255	\$ 20,255	\$ 20,255	\$20,255	\$ 20,255	\$ 104,529
Grand Total	\$12,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$387,500

**Limitation on Price:** This contract will not exceed \$387,500.

**Source of Funding:** Funding for this contract is 100% Federal Funds from the account titled VR Field Programs-Federal in FY21 and anticipated to be available in FY22, FY23, FY24, FY25 and FY26, 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.

06-56-56-565010-25380000-102-500731	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>
Contracts for Program Services	\$12,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000

**Method of Payment:** Campus will submit invoices to the State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown above. State will pay Campus within 30 days of receipt of each invoice. Campus will not be required to invoice separately by FY and will not be required to request prior approval for carryforward of unexpended funds from one fiscal year to the next. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Invoices can be sent electronically to [Lisa.K.Hatz@doe.nh.gov](mailto:Lisa.K.Hatz@doe.nh.gov). or via mail to:

Attn: Lisa Hinson-Hatz  
 NH Department of Education  
 Vocational Rehabilitation  
 21 S. Fruit Street, Suite 20  
 Concord, NH 03301

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