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MLC



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

August 24, 2022

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 Student Wellness to enter into a **sole source** amendment to an existing Cooperative Project Amendment with the University of New Hampshire (UNH) Cooperative Extension (VC#315189) Durham, NH by increasing the price limitation by \$173,628 from \$482,760 to \$656,388 and extending the end date from September 29, 2022 to September 30, 2023 to provide additional management and instruction of the Youth Mental Health First Aid (YMHFA) Program upon Governor and Council approval. The original Cooperative Project Agreement was approved by Governor and Council on April 7, 2021, item # 58, modified on November 10, 2021 and amended on July 27, 2022 item # 104. 100% Federal Funds.

Funds to support this request are available in the accounts titled Stop School Violence, Project Aware, and System of Care Grant in FY2023 and anticipated to be available in FY2024 upon the availability and continued appropriation of funds in the future operating budget with the authority to adjust encumbrances amongst fiscal years within the price limitation through the Budget Office without further Governor and Council approval if needed and justified.

	FY2021	FY2022	FY2023	FY2024	Total
06-56-56-565620-23750000-102-500731 Contracts for Prog. Serv.	\$0	\$190,075	\$54,925	\$0	\$245,000
06-56-56-565620-25080000-102-500731 Contracts for Prog. Serv.	\$110,380	\$94,620	\$130,220	\$43,408	\$378,628
06-56-56-562010-50600000-102-500731 Contracts for Prog. Serv.	\$0	\$0	\$32,760	\$0	\$32,760
Total	\$110,380	\$284,695	\$217,905	\$43,408	\$656,388

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council

EXPLANATION

This request is sole source because additional funding and time are being added, and there are no available renewal options. The New Hampshire Department of Education (NHED) received a grant from the U.S. Department of Substance Abuse and Mental Health Services Administration (SAMHSA) in 2020. The purpose of this program is to use the grant to build or expand the capacity of State Educational Agencies, in partnership with State Mental Health Agencies (SMHAs) overseeing school-aged youth and local education agencies (LEAS), to: increase awareness of mental health issues among school-aged youth; provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues; and connect school-aged youth, who may have behavioral health issues including serious emotional disturbance (SED) or serious mental illness (SMI), and their families to needed services. SAMHSA expects that this program will focus on partnerships and collaboration between state and local systems to promote the healthy development of school-aged youth and prevent youth violence.

The bureau plans to continue to contract with UNH to provide, manage, and supervise the offering of the YMHFA classes and train the trainer courses to schools, educators, families, and communities in NH. Activities and responsibilities to include:

1. Coordinate the delivery of the Youth Mental Health First Aid training curriculum
2. Coordinate trainings for schools and other organizations (e.g., receiving requests, finding trainers, ensuring trainers have all materials), and assist instructors in planning, scheduling, and carrying out trainings with fidelity
3. Build a robust network of committed YMHFA instructors by hosting instructor trainings and marketing their training ability throughout the state
4. Hold regular meetings with NH YMHFA trainers to ensure fidelity, offer technical assistance, and cross-promote efforts
5. Serve as liaison to the National Council for Mental Wellbeing (NCMW), communicate any updates to NH YMHFA trainers, and work with NCMW to address questions and concerns of trainers
6. Leverage other resources, programs, or trainings in the delivery of YMHFA (e.g., promoting or connecting participants to supplemental activities to further their knowledge base)
7. Follow up with instructors to gather attendance data from training
8. Submit monthly reports to the DOE per Federal or Department requirements
9. Review evaluation data to look for trends, guide instructor meeting discussions, and program improvement suggestions

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

AMENDMENT # 2. to
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**

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on April 7, 2021, item # 58, modified on November 10, 2021, and amended on July 27, 2022, item # 104 for the Project titled "UNH Cooperative Extension Youth Mental Health First Aid," Campus Project Director, Kendra Lewis, 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):

Provide additional funding from the State to increase instructional days under the current Cooperative Project Agreement.

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

• Article F is amended to add funds in the amount of \$173,628 and will read:

Total State funds in the amount of \$656,388 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.

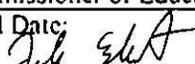
• Exhibit A is amended as attached.

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 # 2 to the Cooperative Project Agreement.

By An Authorized Official of: University of New Hampshire	By An Authorized Official of: NH Department of Education
Name: Louise Griffin	Name: Frank Edelblut
Title: Assoc Vice President and Chief Research Officer	Title: Commissioner of Education
Signature and Date: Louise Griffin <small>Digitally signed by Louise Griffin Date: 2022.09.27 08:13:19 +04'00'</small>	Signature and Date:  9/6/2022

Campus Authorizing Official LG
 Date 8.29.22

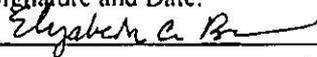
By An Authorized, Official of: the New Hampshire Office of the Attorney General	By An Authorized Official of: the New Hampshire Governor & Executive Council
Name: Elizabeth Brown	Name:
Title: Attorney NHED	Title:
Signature and Date:  9/6/2022	Signature and Date:

EXHIBIT A

D. Scope of Work: University of New Hampshire (UNH) (VC#315189) shall:

1. Coordinate the delivery of the Youth Mental Health First Aid (YMHFA) training curriculum
2. Coordinate trainings for schools and other organizations (e.g., receiving requests, finding trainers, ensuring trainers have all materials), and assist instructors in planning, scheduling, and carrying out trainings with fidelity
3. Build a robust network of committed YMHFA instructors by hosting instructor trainings and marketing their training ability throughout the state
4. Hold regular meetings with NH YMHFA trainers to ensure fidelity, offer technical assistance, and cross-promote efforts
5. Serve as liaison to the National Council for Mental Wellbeing (NCMW), communicate any updates to NH YMHFA trainers, and work with NCMW to address questions and concerns of trainers
6. Leverage other resources, programs, or trainings in the delivery of YMHFA (e.g., promoting or connecting participants to supplemental activities to further their knowledge base)
7. Follow up with instructors to gather attendance data from training
8. Submit monthly reports to the NHED per Federal or Department requirements
9. Review evaluation data to look for trends, guide instructor meeting discussions, and program improvement suggestions

E. Deliverables Schedule: This Project Agreement and all obligations of the parties hereunder shall become effective upon governor and council approval and shall end on 9/30/2023.

F. Budget and Invoicing Instructions:

	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
A. Personnel	\$9,100	\$86,521	\$60,759	\$12,863	\$169,243
B. Fringe	\$3,574	\$37,896	\$23,486	\$4,593	\$69,549
C. Travel	\$0	\$1,202	\$1,849	\$573	\$3,624
D. Supplies	\$500	\$10,072	\$213	\$0	\$10,785
E. Service Providers	\$71,000	\$67,000	\$71,550	\$13,000	\$222,550
F. Participant Support Providers	\$4,321	\$29,304	\$19,005	\$4,311	\$56,941
G. Total Direct Costs	\$88,495	\$231,995	\$176,862	\$35,340	\$532,692
H. Indirect Costs	\$21,885	\$52,700	\$41,043	\$8,068	\$123,696
Total Request	\$110,380	\$284,695	\$217,905	\$43,408	\$656,388

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$656,388.

Campus Authorizing Official LG

Date 8.29.22

Source of Funding: Funds to support this request are available in the accounts titled Stop School Violence, Project Aware, and System of Care Grant in FY2023 and anticipated to be available in FY2024 upon the availability and continued appropriation of funds in the future operating budget with the authority to adjust encumbrances amongst fiscal years within the price limitation through the Budget Office without further Governor and Council approval if needed and justified.

	FY2021	FY2022	FY2023	FY2024	Total
06-56-56-565620-23750000-102-500731 Contracts for Prog. Serv.	\$0	\$190,075	\$54,925	\$0	\$245,000
06-56-56-565620-25080000-102-500731 Contracts for Prog. Serv.	\$110,380	\$94,620	\$130,220	\$43,408	\$378,628
06-56-56-562010-50600000-102-500731 Contracts for Prog. Serv.	\$0	\$0	\$32,760	\$0	\$32,760
	\$110,380	\$284,695	\$217,905	\$43,408	\$656,388

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 shall be submitted to:

Jennifer Doris, Administrator
 Bureau of Student Wellness
 Department of Education
 25 Hall Street
 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

Campus Authorizing Official LG
 Date 8.29.22

MLC

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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
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July 5, 2022

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 Student Wellness to amend an existing Cooperative Project Agreement with the University of New Hampshire (VC#315189) Durham, NH by increasing the price limitation by \$32,760.00 from \$450,000 to \$482,760 to provide additional management and instruction of the Youth Mental Health First Aid (YMHFA) Program effective upon Governor and Council approval through September 29, 2022. The original Cooperative Project Amendment was approved by Governor and Council on March 25, 2021, item # 58 and modified on November 10, 2021. 100% Federal Funds.

Funds to support this request are available in fiscal year 2023 in the accounts titled Stop School Violence and System of Care 2.0 Expansion and Sustainability and as follows:

	FY2021	FY2022	FY2023	Total
06-56-56-565620-23750000-102-500731 Contracts for Program Services	\$0	\$197,851	\$47,149	\$245,000
06-56-56-565620-25080000-102-500731 Contracts for Program Services	\$154,213	\$50,787	\$0	\$205,000
06-56-56-562010-50600000102-500731 Contracts for Program Services	\$0	\$0	\$32,760	\$32,760
	\$154,213	\$248,638	\$79,909	\$482,760

EXPLANATION

The New Hampshire Department of Education (NHED) is requesting the additional funding for this agreement to allow the University of New Hampshire (UNH) to provide additional Youth Mental Health First Aid classes and train the trainer courses to schools, educators, families, and communities in New Hampshire as well as the management of the additional classes and trainings.

The New Hampshire Department of Education (NHED) received a grant from the U.S. Department of Substance Abuse and Mental Health Services Administration (SAMHSA) in 2020. The purpose of this

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council

grant program is to improve the mental health outcomes for children and youth, birth through age 21, with serious emotional disturbance (SED), and their families. This program is intended to support the expansion, and integration of the System of Care approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children and their Families Program (also known as the Children's Mental Health Initiative or CMHI).

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

AMENDMENT # 1 to
 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

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on 4/7/2021, item # 58, and modified on 11/10/21, for the Project titled "UNH Cooperative Extension Youth Mental Health First Aid," Campus Project Director, Kendra Lewis, 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):

Provide additional funding from the State to increase instructional days under the current Cooperative Project Agreement, adding additional classes and the management of the classes.

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

- Article D is amended to change the State Project Administrator to Jennifer Doris
- Article E is amended to change the State Project Director to Pamela Becker
- Article F is amended to add funds in the amount of \$32,760.00 and will read:

Total State funds in the amount of \$482,760 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.

- Exhibit A 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 # 1 to the Cooperative Project Agreement.

By An Authorized Official of: University of New Hampshire	By An Authorized Official of: NH Department of Education
Name: Karen M. Jensen	Name: Frank Edelblut
Title: Director, Pre-Award Compliance	Title: Commissioner of Education
Signature and Date: <i>Karen Jensen</i> 7/11/22	Signature and Date: <i>Frank Edelblut</i> 7/12/2022

Campus Authorizing Official KJ
 Date 7/11/22

By An Authorized Official of: the New Hampshire Office of the Attorney General	By An Authorized Official of: the New Hampshire Governor & Executive Council
Name: Elizabeth Brown, Attorney	Name:
Title: Attorney NHED	Title:
Signature and Date:  11/2/2022	Signature and Date:

EXHIBIT A

F. Budget and Invoicing Instructions:

	FY2021	FY2022	FY2023	FY2023 Additional Funds	Total funds
A. Personnel	\$9,100	\$86,521	\$22,170	\$26,000	\$164,827
B. Fringe	\$3,574	\$37,896	\$9,710	included	\$60,806
C. Travel	\$0	\$1,202	\$129	included	\$2,340
D. Supplies	\$500	\$10,072	\$213	included	\$10,800
E. Service Providers	\$71,000	\$67,000	\$6,550	included	\$114,000
F. Participant Support Costs	\$4,321	\$29,304	\$6,072	included	\$38,267
G. Total Direct Costs	\$88,495	\$231,995	\$44,844	\$26,000	\$391,040
H. Indirect Costs	\$21,885	\$52,700	\$10,081	\$6,760	\$91,720
Total request	\$110,380	\$284,695	\$54,925	\$32,760	\$482,760

Limitation on Price: This contract will not exceed \$482,760

Source of Funding: Funds to support this request are available in fiscal year 2023 in the accounts titled Stop School Violence and System of Care 2.0 Expansion and Sustainability and as follows:

	FY2021	FY2022	FY2023	Total
06-56-56-565620-23750000-102-500731 Contracts for Program Services	\$0	\$197,851	\$47,149	\$245,000
06-56-56-565620-25080000-102-500731 Contracts for Program Services	\$154,213	\$50,787	\$0	\$205,000
06-56-56-562010-50600000102-500731 Contracts for Program Services	\$0	\$0	\$32,760	\$32,760
	\$154,213	\$248,638	\$79,909	\$482,760

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 shall be submitted to:

Jennifer Doris, Administrator
Bureau of Student Wellness
Department of Education
25 Hall Street
Concord, NH 03301

Campus Authorizing Official KJ
Date 7/11/22

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 Authorizing Official KJ
Date 7/11/22

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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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November 3, 2021

Modification to UNH Cooperative Extension Project Agreement (CPA)
Approved by Governor and Council on April 7, 2021, Item #58

The New Hampshire Department of Education, Division of Learner Support, Bureau of Student Support requests to modify the contract with UNH Cooperative Extension – Youth Mental Health First Aid (YMHFA) (Vendor Code 315187) in an amount not to exceed \$450,000. UNH Cooperative Extension – YMHFA has been contracted 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.

Modification to include:

Due to COVID and delays in getting the contract through G&C, UNH has requested to reallocate funds from one year to the next. Delay and challenge in finding a program manager.

- Funds in the FY21 budget will decrease by \$43,832
- Funds in the FY22 budget will increase by \$36,057 and FY23 will increase by \$7,775 to equal \$43,832
- The not to exceed limit of \$450,000 will remain unchanged
- NOTE: All other contractual obligations remain in place as established in the original contract.

Funds to support this request are available in the accounts titled Stop School Violence and Project AWARE, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

100% Federal Funds

Payment Code: 06-56-56-565620-23750000-102-500731
Payment Code: 06-56-56-565620-25080000-102-500731

	FY21	FY21 Change	FY21 Adjusted
A. Senior Personnel Salary	\$28,636	(\$19,536)	\$9,100
B. Fringe	\$12,542	(\$8,968)	\$3,574
C. Travel	\$605	(\$605)	\$0
D. Supplies	\$6,700	(\$6,200)	\$500
E. Service Providers	\$71,000	\$0	\$71,000
F. Participant Support Costs (Exempt from indirect costs)	\$3,664	\$657	\$4,321
G. Total Direct Costs (excluding Participant Support Costs)	\$119,483	(\$30,988)	\$88,495
H. Indirect Costs (26%)	\$31,065	(\$9,180)	\$21,885
Total Request	\$154,212	(\$43,832)	\$110,380

	FY21 Adjusted	FY22	FY22 Change	FY22 Adjusted	FY23	FY23 Change	FY 23 Adjusted	Total
A. Senior Personnel Salary	\$9,100	\$87,627	(\$1,106)	\$86,521	\$22,564	(\$394)	\$22,170	\$117,791
B. Fringe	\$3,574	\$38,381	(\$485)	\$37,896	\$9,883	(\$173)	\$9,710	\$51,180
C. Travel	\$0	\$1,528	(\$326)	\$1,202	\$207	(\$78)	\$129	\$1,331
D. Supplies	\$500	\$3,700	\$6,372	\$10,072	\$400	(\$187)	\$213	\$10,785
E. Service providers	\$71,000	\$43,000	\$24,000	\$67,000	\$0	\$6,550	\$6,550	\$144,550
F. Participant Support Costs (Exempt from indirect costs)	\$4,321	\$29,101	\$203	\$29,304	\$5,501	\$571	\$6,072	\$39,697
G. Total Direct Costs (excluding Participant Support Costs)	\$88,495	\$174,236	\$57,759	\$231,995	\$33,054	(\$11,790)	\$44,844	\$365,334
H. Indirect Costs (26%)	\$21,885	\$45,301	\$7,399	\$52,700	\$8,594	\$1,487	\$10,081	\$84,666
Total Request	\$110,380	\$248,638	\$36,057	\$284,695	\$47,149	\$7,775	\$54,925	\$450,000

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

Funds are contingent on:

- 1) Federal Funding from the US Department of Education
- 2) Attainment of contractual performance goals and measures


 Date 11-10-21
 Frank Edelblut
 Commissioner Department of Education


 Date 11/2/21
 Karen M. Jensen
 Sponsored Programs Administration,
 Director Pre-Award

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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
FAX (603) 271-1953

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2

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.

State Project Administrator	Campus Project Administrator
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.

State Project Director	Campus Project Director
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
Date 3/18/21

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.

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