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Frank Edelblut
Commissioner



Christina M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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October 31, 2022

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

REQUESTED ACTION

Authorize the Department of Education to enter into a Cooperative Project Agreement with Plymouth State College Plymouth, NH in the amount of \$153,000 to provide wraparound services to youth and their families experiencing Homelessness effective upon Governor and Council approval through August 31, 2024. 100% Federal Funds.

Funds to support this request are available in the account titled Homeless Child/Youth-ARP 2021 for FY23, and are anticipated to be available in FY24, upon the availability and continued appropriation 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.

	<u>FY23</u>	<u>FY24</u>
06-56-56-562010-24920000-102-500731 Contract for Program Services	\$76,500	\$76,500

EXPLANATION

The New Hampshire Youth Success Project (YSP) is a board of young people who have experienced unaccompanied homelessness while under the age of 25. The Youth Success Project works to connect young adults to spaces where they can make positive change and provides them with support and tools to have meaningful and authentic involvement in their communities. This contract will help strengthen the relationship between The Youth Success Project and local school districts. Those strengthened relationships with then in turn help to identify students in need, give them a voice, and help them become success in their education.

The services proposed will be delivered in the form of coordinated training and consultation to McKinney Vento (MV) Liaisons and school staff. The goal of these engagements will be to increase authentic youth engagement in decision making that directly affects their lives both at a systems and school level and in the delivery of services directly to the individual youth.

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This work will involve youth with lived experience in brainstorming and collaborative problem solving with school-based providers to improve upon existing systems to identify and support k-12 young people experiencing homelessness. To this end, the Youth Success Project Director and Assistant Director will provide consultation and individualized support to schools and MV Liaisons in the implementation of Authentic Youth Engagement in their systems and work and assist McKinney Vento Liaisons and/or other school personnel to identify youth voices within schools. Additionally, they will recruit unaccompanied youth under 18 to the YSP for involvement in statewide efforts to improve upon existing systems social-emotional support, academic development, health living initiatives for the youth equipping them to achieve their greatest potential and end the cycle of youth homelessness.

A Request for Proposals (RFP) was advertised on the Department of Education website on March 17, 2022 with a deadline for proposals of April 14, 2022. There were six (6) proposals submitted to the "ARP – Homeless Children and Youth Community Organization Funding" RFP in response to the notice.

A review committee consisting of; a Program Specialist with the Bureau of Instructional and Support MTSS-B Consultant Southeast Region with the Office of Social and Emotional Wellness from the New Hampshire Department of Education, a Program Specialist with the Division of Economic and Housing Stability at the New Hampshire Department of Health and Human Services, and a District Homeless Liaison for the Nashua School District. The team reviewed the six (6) proposals received between the dates of March 17, 2022, and April 14, 2022. Based on the review, the team recommended funding the top three proposals. Please see Attachment A for further details.

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

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

ATTACHMENT A
Bid Summary Scoring Sheet
Youth Success Project

Bidders	Proposed Program Cost
Waypoint	\$265,000
Granite YMCA	\$25,000
Youth Success Project	\$153,000
Big Brothers, Big Sisters NH	\$96,000
Claremont Learning Project	\$16,470
Carey House Laconia	\$25,000

Reviewers	Title
Sue W.	Program Specialist Division of Economic and Housing Stability DHHS
Taylor P.	District Homeless Liaison for the Nashua School District
Kristine B.	Program Specialist with the Bureau of Instructional Support NHED
Stephanie K.	MTSS-B Consultant Southeast Region Office of Social & Emotional Wellness

Overall Scores	* Waypoint	* Granite YMCA	* Youth Success Project	Big Brothers, Big Sisters NH	Claremont Learning Project	Carey House Laconia
Sue W.	91	81	86	83	91	71
Taylor P.	91	77	75	66	58	81
Kristine B.	100	89	85	83	64	30
Stephanie K.	90	81	73	76	85	85
Average	93	82	79.75	77	74.5	66.75

Proposal Criteria in the RFP	Points
Needs Assessment	10
Alignment to NHDOE Priorities	20
Implementation Plan	25
Complete and Clear Budget	20
Collaboration with stakeholders	10
Performance Metrics and Evaluation	15
Total	100

Review Process

The review scoring was done individually and communication with the reviewers was done via email between April 22, 2022 and May 4, 2022

*The three highest scored bids will be awarded under separate agreements.

COOPERATIVE PROJECT AGREEMENT

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

University System 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 Plymouth State University, (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 Council approves this Project Agreement ("Effective date") and shall end on 8/31/2024. 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: Youth Success Project (YSP)

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: Melissa White	Name: Dianne Hall
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: University of NH 51 College Rd. Durham, NH 03824
Phone: 603-271-3855	Phone: 603-862-1942

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: Christina Dotson	Name: Kimberley Livingstone
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: 17 High Street Plymouth, NH 03264
Phone: 603-271-3840	Phone: 603-535-2538

F. Total Federal Funds in the amount of \$153,000 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.

Campus Authorized Official KJ
Date 10/27/22

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 Agreement No. S425W210030 from American Rescue Plan – Elementary and Secondary Schools Emergency Relief Fund – Homeless Children and Youth under CFDA# 84.425W. 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:

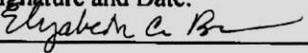
H. State has chosen **not to take** possession of equipment purchased under this Agreement.

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 system of New Hampshire	Department of Education
Name: Karen Jensen	Name: Frank Edelblut
Title: Director of Pre-Award Compliance	Title: Commissioner of Education
Signature and Date:  Digitally signed by Karen Jensen Date: 2022.10.27 15:57:08 -04'00'	Signature and Date:  11/4/2022

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: Elizabeth Brown	Name:
Title: Attorney	Title:
Signature and Date:  11/4/2022	Signature and Date:

Campus Authorized Official KJ
Date 10/27/22

EXHIBIT A

A. Project Title: Youth Success Project (YSP)

B. Project Period: Upon Governor and Council approval through August 31, 2024

C. Objectives: The following project will connect McKinney Vento (MV) Liaisons working across the state with the tools and expertise that they need to effectively engage school aged Youth and Young Adults (YYA) with lived experience in their work of reducing and ending unaccompanied youth homelessness. This proposal includes the development of a training on adultism and authentic youth engagement; consultation from the Youth Success Project (YSP) leadership team available to MV Liaisons, other administrative personnel, and other American Rescue Plan (ARP) recipients (if appropriate and desired by NHED); and support in the development of a subgroup of the YSP made up of YYA who experienced homelessness while under the age of 18 who are interested in improving homeless serving systems in the K-12 environment. This work will provide an intentional opportunity for YSP and MV Liaisons to work together to integrate unaccompanied minors between the ages of 12 and 18 into the larger picture and work on improving services, reducing, and ending youth homelessness in New Hampshire.

D. Scope of Work: The Youth Success Project will develop and implement meaningful training to provide to McKinney-Vento liaisons around the state. The goal of this training is to give liaisons an understanding of youth involvement and adding youth voice to school decision making. Additionally, this training will assist with coordinating services for young adults throughout the state, enabling local liaisons to have more information about the services available and therefore be able to give better guidance to their students in need. This work will foster partnerships with McKinney-Vento school liaisons and expand their identification of students in need. The Youth Success Project will also work with youth who have lived experience to improve upon existing services in an effort to provide positive outcomes for students with those experiences and end the cycle of homelessness.

E. Deliverables: Plymouth State University (vendor code 315187) shall provide:

1. Build meaningful partnerships between the YSP and McKinney Vento Liaisons across the state and instill the values of authentic youth involvement and youth voice in school environments.
 - Develop and provide professional development training in Authentic Youth Involvement to McKinney Vento Liaisons and/or other school personnel, and other American Rescue Plan recipients.
 - Assistance NHED with statewide coordination of services available for use by McKinney Vento liaisons and local area schools
2. Create and Deliver trainings on Adultism; Diversity; Equity; and Inclusion and other identified trainings of need as identified during the implementation process. True Colors United will be partnered with to subcontract with UNH. UNH will be responsible for the trainings as described. If True Colors United is unable to provide and complete their agreed upon work, UNH is responsible for the provision of all services and obligations within this contract.
3. Involve youth with lived experience in brainstorming and collaborative problem solving with school-based providers to improve upon existing systems to identify and support K-12 young people experiencing homelessness.

Campus Authorized Official KJ
Date 10/27/22

- Director and Assistant Director to provide consultation and individualized support to schools and MV Liaisons in the implementation of Authentic Youth Engagement in their systems and work.
 - Assist McKinney Vento Liaisons and/or other school personnel to identify youth voices within schools.
4. Recruit unaccompanied youth under 18 to the YSP for involvement in statewide efforts to improve upon existing systems and end youth homelessness.
- Provide organization and activation of youth within NH K-12 schools to be able to connect youth with existing services and get feedback on improvement to what might be needed to said services.

F. Budget and Invoicing Instructions:

Budget:	FY22	FY23	Total
Supervision and Grant Management	\$5,812	\$5,812	\$11,624
Director 1 (0.40 FTE)	\$11,900	\$11,900	\$23,800
Director 2 (0.40 FTE)	\$18,700	\$18,700	\$37,400
YSP Leaders	\$16,800	\$16,800	\$33,600
Fringe	\$13,913	\$13,913	\$27,826
Travel	\$1,450	\$1,450	\$2,900
Printing	\$364	\$364	\$728
Direct Costs	\$2,240	\$2,240	\$4,480
Indirect Costs (10%)	\$5,321	\$5,321	\$10,642
Total	\$76,500	\$76,500	\$153,000

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 \$153,000.

Source of Funding: Funds to support this request are available in the account titled Homeless Child Youth-ARP 2021 for FY23, and are anticipated to be available in FY24, upon the availability and continued appropriation 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.

	FY 23	FY 24	Total
06-56-56-562010-24920000-102-500731 Contract for Program Services	\$76,500	\$76,500	\$153,000

Method of Payment: Campus will submit invoices to 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. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date. Invoices and reports shall be submitted electronically to:

Christina Dotson at Christina.L.Dotson@doe.nh.gov

Campus Authorized Official KJ
Date 10/27/22

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: None

Campus Authorized Official KJ
Date 10/27/22