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NEW HAMPSHIRE
COUNCIL ON
DEVELOPMENTAL DISABILITIES

December 7, 2022

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

REQUESTED ACTION

Authorize the New Hampshire Council on Developmental Disabilities to enter into a **Retroactive** cooperative project agreement (CPA) with the University of New Hampshire, Institute on Disability (IOD), vendor #177867, Durham, NH, in the amount of $52,745.80 to explore a model of training Direct Support Professionals (DSPs) that is more relevant to the needs of the developmental disabilities community, effective upon Governor and Council approval for the period of October 31, 2022 through June 30, 2023. The source of funds is 100% Federal Funds

01-97-97-970010-72110000 – Developmental Disabilities Council	
Class 72	FY 2023
Grants Federal 500575	$52,745.80

EXPLANATION

This request is **Retroactive** due to a change in personnel that has left the Council short-staff which has impacted the length of time needed for this process.

This request is to support the University of New Hampshire, Institute on Disability (IOD) to run intensive training sessions for (6) Direct Support Professionals (DSPs) to successfully complete a one-year DOL-sponsored Direct Care Worker occupation apprenticeship program. Trainees will be currently employed as a Direct Support Professional in the state's area agencies or vendor agencies.

The project activities are to:

1. Create and work with an advisory team to establish and gain approval from the DOL for a new set of Direct Care Worker competencies.

2. Work with UNH Professional Development and Training to establish a new training program for DSPs in IDD.

2½ BEACON STREET, SUITE 10 CONCORD, NEW HAMPSHIRE 03301-4447
603.271.3236 FAX 603.271.1156 TTY/TDD 1.800.735.2964 WWW.NHCDD.ORG

3. Build two and stand up new online courses using UNH's online (Canvas) platform that provide challenging and relevant instruction specific to engaging people with IDD in community-based care, communication strategies, working with natural supports, and tools for care coordination.

4. Engage and support 2-4 NH DSP employers to become DOL Registered Apprenticeship sites.

5. Recruit and enroll 6-7 DSPs in the new program in collaboration with their employers, including gaining written commitments and consents, distributing trainee stipends, and supporting trainees to enroll and use Canvas, UNH' s online learning platform.

6. Recruit and train on-the-job mentors and monitor progress towards competency attainment.

7. Continuously assess achievement towards project benchmarks and work with advisory team to establish a sustainability plan.

Critical shortages in the national and state healthcare workforce are well documented. Exacerbated by the Covid-19 pandemic, many direct care workers are leaving their jobs while the demand for community-based care has grown. Additionally, there is no system or framework for providing high-quality and robust training, mentoring, and supervision for direct care and paraprofessional workers. The IOD Building Futures Together team has successfully stood up an interdisciplinary training program with the infrastructure to support learners to engage in on-line and on-the-job training tailored to meet their needs. We will use this program structure to demonstrate the efficacy of a training program specifically tailored to the needs of Direct Support Professionals (DSPs) who work with individuals with Intellectual and Development Disabilities (IDD) and their employers.

It is important to note that most trainees in the Building Futures Together program have lived experience with substance use disorders, co-occurring mental health conditions, or trauma in their families. Most have limited experience with college-level work, many are caregivers for their own family members, and all are working directly with children, youth, and families who have extensive support needs. The Building Futures Together program provides each trainee with highly individualized intensive support and encouragement beyond the cash provided by the stipend. We will apply the same supports for trainees in the proposed DSP program. Of the seventy-nine trainees enrolled in the Building Futures Together program to-date, only five have dropped out, and many of the employers have stated that the program has advanced the skills and effectiveness of their staff.

About the Bid Process

The "Expanding the Public Health Workforce within the Disability Network: DD Councils" was released on June 24, 2022. The RFP was emailed to 614 individuals who work for disability organizations, posted on the New Hampshire Council on Developmental Disabilities (NHCDD) website, posted on inklink, the paper copy of the NH Union Leader and NH Sunday News and on the Union Leader's website. Between September 23 and October 6, 2022, the five (5) proposals were reviewed and scored by the Executive Director, Director of Policy and Programs and the Chair of the Developmental Disabilities Council. It was determined that three (3) of the applications did not meet the

requirements of the RFP. The remaining two proposals, Great Bay Services, Inc. and the Institute on Disability (IOD) were both partially funded. The Great Bay Services, Inc. contract was approved at the December 21, 2022, Governor and Council Meeting, item 48 for $40,000; the Institute on Disability is being awarded $52,745.80.

In the event that federal funds become no longer available, general funds will not be used to support this expenditure.

Respectfully submitted,

Isadora Rodriguez-Legendre
Executive Director

Bid Summary Scoring Sheet

Expanding the Public Health Workforce within the Disability Network: DD Councils

RFP # 2022-0003

The Proposal Criteria in the RFP

Will recruit, hire, and train public health workers to respond to the Covid-19 pandemic and prepare for future public health challenges	30
Alignment with Council's 5 year plan	5
Organization capability to deliver service	10
Management plan and program design	10
Cultural competency and equity	10
Engaging with groups of people with varying disabilities and learning styles	10
Alignment with Council's mission	5
Budget	10
Within funding limits	10

Proposals Received with Proposed Price

1. Institute on Disability (IOD) $83,531
2. Farmstead $5,000
3. Great Bay Services, Inc $49,920
4. Community Partners $9,000
5. The Sonatina Center $11,400

Reviewer Scores

Reviewers	IOD	Farmstead	Great Bay	Community Partners	Sonatina Center
Jean Couch, Chair of the NH Council on Developmental Disabilities	94	76	74	65	72
Isadora Rodriguez-Legendre Executive Director of the NH Council on Developmental Disabilities	93	79	83	70	70
Vanessa Blais Director of Policy and Programs NH Council on Developmental Disabilities	93	77	80	69	70

COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **NH Council on Developmental Disabilities**
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, **NH Council on Developmental Disabilities**, (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 **6/30/23**. 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: **Academy for Direct Support Professionals Working with Individuals with Intellectual and Developmental Disabilities**

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: Pamela Stiles
Address: 2 1/2 Beacon Street
Unit 10
Concord, NH 03301
Phone: 603-271-7039

Campus Project Administrator

Name: Randy Brown
Address: Sponsored Program
University of NewHampshire
51 College Road Durham,
NH 03824
Phone: 603-717-1800

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: Isadora Rodriguez-Legendre
Address: 2 1/2 Beacon Street
Unit 10
Concord, NH 03301
Phone: 603-271-1157

Campus Project Director

Name: JoAnne Malloy
Address: Institute on Disability
University of New Hampshire
10 West Edge Drive
Durham, NH 03824
Phone: 603-228-2084

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12/14/22

F. Total State funds in the amount of **$0** 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. **52019** from **the US Department of Health & Human Services, Administration on Intellectual and Developmental Disabilities** under CFDA**#93.630 in the amount of $52,745.80**. 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 Council on Developmental Disabilities** have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Karen Jensen
Title: Dir. SPA PreAward
Signature and Date: Karen Jensen 12/14/22

By An Authorized Official of:
NH Council on Developmental Disabilities
Name: Isadora Rodriguez-Legendre
Title: Executive Director
Signature and Date:

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Takhmina Rakhmatova
Title: Assistant Attorney General
Signature and Date:
Takhmina Rakhmatova 12/21/2022

By An Authorized Official of: the New Hampshire Governor & Executive Council
Name:
Title:
Signature and Date:

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12/14/22

EXHIBIT A

A. Project Title: Academy for Direct Support Professionals Working with Individuals with Intellectual and Developmental Disabilities

B. Project Period: through June 30, 2023

C. Objectives: This request is to support the University of New Hampshire, Institute on Disability (IOD) to run intensive training sessions for (6) Direct Support Professionals (DSPs) to successfully complete a one-year DOL-sponsored Direct Care Worker occupation apprenticeship program. Trainees will be currently employed as a Direct Support Professional in the state's area agencies or vendor agencies.

D. Scope of Work: The project activities are to:

1. Create and work with an advisory team to establish and gain approval from the DOL for a new set of Direct Care Worker competencies.

2. Work with UNH Professional Development and Training to establish a new training program for DSPs in IDD.

3. Build two and stand up new online courses using UNH's online (Canvas) platform that provide challenging and relevant instruction specific to engaging people with IDD in community-based care, communication strategies, working with natural supports, and tools for care coordination.

4. Engage and support 2-4 NH DSP employers to become DOL Registered Apprenticeship sites.

5. Recruit and enroll 6-7 DSPs in the new program in collaboration with their employers, including gaining written commitments and consents, distributing trainee stipends, and supporting trainees to enroll and use Canvas, UNH' s online learning platform.

6. Recruit and train on-the-job mentors and monitor progress towards competency attainment.

7. Continuously assess achievement towards project benchmarks and work with advisory team to establish a sustainability plan.

E. Deliverables Schedule: No later than March 1, 2023, an initial financial accounting report must be submitted to the NHCDD regarding expenditures to date and remaining funds. A final financial accounting report will be due at the conclusion of the funding period.

The Council will serve as a resource to support this project. The Institute on Disability may receive calls from the Council staff about outcome and performance measures, public policy issues that relate to this project, products and outreach materials developed with this funding, and project events.

As part of this grant, the Institute on Disability agrees to:

1. Provide surveys to project participants (or build in DD Council data collection metrics into their own surveys). The Council will work with the Institute on Disability to ensure mutually beneficial data collection for the project.

UNH IOD will use funds provided in FY 23 to support the Academy for Direct Support Professionals which will run through June 30, 2023

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F. **Budget and Invoicing Instructions:** Upon approval of the Governor and Executive council and upon receiving an invoice from the Institute on Disability, a one-time payment of $52,745.80 will be processed. This one-time payment will provide immediate available funds to assist with the payment of stipends and course fees. The NHCDD recommends that these funds be dedicated solely to stipends and course fees.

Federal fund expenditures must be spent and drawn down no later than 45 days after the closure of this contract. No later than 30 days after the closure of this contract, a final report must be submitted to the NHCDD.

Please mail the invoice to:

Isadora Rodriguez-Legendre, MSW
Executive Director
NH Council on Developmental Disabilities
2 ½ Beacon Street, Ste. 10
Concord, NH 03301-4447

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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

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