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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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February 1, 2024

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 **sole source** Cooperative Project Agreement with the University of New Hampshire (UNH), Youth and Family Resiliency, (VC# 315187), Durham, NH in the amount of \$139,278 to provide Youth Mental Health First Aid and nature-based wellness education for youth, effective upon Governor and Council approval through September 29, 2024. 100% Federal Funds.

Funds to support this request are available in the following account in Fiscal Year 2024 and Fiscal Year 2025, with the authority to adjust budget line items within the price limitation and encumbrances between Fiscal Years through the Budget Office if needed and justified.

06-56-56-562010-25080000 Project AWARE

Fiscal Year	Class/Account	Class Title	Total Amount
2024	102-500731	Contracts for Program Services	\$83,117
2025	102-500731	Contracts for Program Services	\$56,161

EXPLANATION

This request is **sole source** because the most recent contract with UNH to provide the Youth Mental Health First Aid (YMHFA) program lapsed on September 30, 2023 and NHED is looking to reinstitute these services. The NHED Office of Social and Emotional Wellness would like to continue to fund the YMHFA program in the final year of its five-year Project AWARE grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). Additionally, the Office of Social and Emotional Wellness would also like to support nature-based programming for youth.

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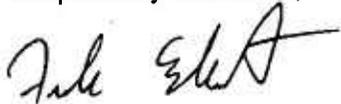
UNH has a unique capacity to offer the requested services as the only large state university with the necessary and existing knowledge, infrastructure, and human resources to do so. This includes an existing partnership with the National Council for Mental Wellbeing (the developers of YMHFA), maintaining a network of YMHFA trainers, and the human resource capacity, existing relationship, and location to partner with Southeast Land Trust to offer nature-based youth programs.

Youth Mental Health First Aid is designed to teach adults who regularly interact with young people how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD), and eating disorders.

The nature-based wellness program is a collaboration with Southeastern Land Trust (SELT) aimed at offering outdoor, nature-based programming at the local land trust to encourage wellbeing. Transportation and programming during the school year will be provided to full grade-levels in participating elementary, middle, and high schools in Rockingham County. Summer programming is on an open enrollment basis for two, one-week sessions for up to forty-eight students. All programming will be coordinated with students' parents or guardians, as required by law.

Since 2020, UNH Cooperative Extension has been coordinating the delivery of YMHFA trainings and building the network of trained instructors in New Hampshire through contractual collaboration with NHED. UNH Cooperative Extension will act as the program administrator and will work with NHED to fully develop a system of YMHFA training delivery and nature-based programming.

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"), 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 as may be modified herein.

B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Commissioner of Education of the State of New Hampshire approves this Project Agreement ("Effective date") and shall end on 9/29/2024. 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: 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: Katherine Leswing	Name: Kendra Lewis
Address: NH Department of Education 25 Hall Street Concord, NH 03301	Address: UNH Cooperative Extension, Taylor Hall 59 College Road Durham, NH 03824
Phone: 603-271-3730	Phone: 603-862-2495

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: Katherine Leswing	Name: Kendra Lewis
Address: NH Department of Education 25 Hall Street Concord, NH 03301	Address: UNH Cooperative Extension, Taylor Hall 59 College Road Durham, NH 03824
Phone: 603-271-3730	Phone: 603-862-2495

Campus Authorized Official KJ

Date 2/1/24

F. Total State funds in the amount of \$139,278 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 Click here to enter text. % 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. ___ from Grant Number H79SM082054 – Substance Abuse and Mental Health Services Administration (SAMHSA) – Project AWARE - CFDA #93.243. 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.

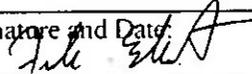
G. Check if applicable

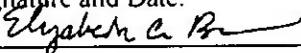
Article(s) ___ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:
Click here to enter text.

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 **Choose an item.** 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:  Karen Jensen <small>Digitally signed by Karen Jensen Date: 2024.02.01 10:12:37 -05'00'</small>	Signature and Date:  2/27/2024

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:  2/27/2024	Signature and Date:

Campus Authorized Official KJ
Date 2/1/24

EXHIBIT A

A. Project Title: UNH Cooperative Extension – Youth Mental Health First Aid and nature-based programming for students.

B. Project Period: Upon Governor and Executive Council approval through September 29, 2024

C. Objectives: To coordinate the delivery of Youth Mental Health First Aid training and youth nature-based wellness programming.

D. Scope of Work: University of New Hampshire (UNH) (vendor code 315187) shall:

1. Coordinate the delivery of the Youth Mental Health First Aid training curriculum throughout the state.
2. Coordinate YMHFA trainings for schools and other organizations (e.g. receiving requests, finding trainers, ensuring trainers have all materials), and carry 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 Behavioral Health (NCBH), communicate any updates to NH YMHFA trainers, and work with NCBH to address questions and concerns of trainers.
6. Leverage other resources, program, 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 YMHFA instructors to gather attendance data from trainings.
8. Deliver nature-based programming at Southeastern Land Trust to provide students with hands-on, outdoor activities that encourage mental wellbeing.
9. Submit monthly reports electronically to the NHED per Federal or Department requirements.
10. 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 (“Effective date”) and shall end on 9/29/2024

F. Budget and Invoicing Instructions:

	FY2024	FY2025	Total
A. Senior Personnel Salary	\$19,514	\$14,636	\$34,150
B. Other Personnel Salary	\$3,832	\$4,794	\$8,626
C. Fringe	\$6,774	\$5,227	\$12,001
D. Travel	\$4,036	\$3,448	\$7,484
E. Supplies	\$4,125	\$0	\$4,125
F. Service Provider/Vendor	\$18,494	\$14,170	\$32,664
G. Participant Support Costs (not subject to indirect costs)	\$11,580	\$2,895	\$14,475
H. Indirect Costs (26%)	\$14,762	\$10,991	\$25,753
Total	\$83,117	\$56,161	\$139,278

Campus Authorized Official KJ

Date 2/1/24

Funding Source: Funds to support this request are available in the following account in Fiscal Year 2024 and Fiscal Year 2025, with the authority to adjust budget line items within the price limitation and encumbrances between Fiscal Years through the Budget Office if needed and justified.

06-56-56-565620-25080000 Project AWARE

Fiscal Year	Class/Account	Class Title	Total Amount
2024	102-500731	Contracts for Program Services	\$83,117.
2025	102-500731	Contracts for Program Services	\$56,161

Method of Payment: Payment is to be made through monthly 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 electronically to:

Katherine Leswing, Administrator
Katherine.A.Leswing@doe.nh.gov

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 2/1/24