



Lori A. Weaver  
Commissioner

Katja S. Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*DIVISION FOR BEHAVIORAL HEALTH*

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9445 1-800-852-3345 Ext. 9445  
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March 27, 2024

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

**REQUESTED ACTION**

1. Authorize the Department of Health and Human Services, Division for Behavioral Health to accept and expend funds from the National Governors Association (NGA) entitled NGA K-12 Education Student and School Staff Well-Being Technical Assistance Program State subgrant, in the amount of \$25,000, effective upon Governor and Council approval, through August 31, 2024, and further authorize the allocation of these funds in the account below. Funding source: 100% Other Funds

**05-95-092-920010-63840000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVS DEPT, HHS: BEHAVIORAL HEALTH, DIV BEHAVIORAL HLTH OPERATIONS, CHOOSE LOVE**

Class	Description	Current Adjusted Authorized	Requested Action	Revised Adjusted Authorized
009-407079-44	Agency Income	\$0	\$25,000	\$25,000
	General Funds	\$250,000	\$0	\$250,000
<b>Total Revenue</b>		<b>\$250,000</b>	<b>\$25,000</b>	<b>\$275,000</b>
010 - 500100	Personal Services Perm Clas	\$71,136	\$0	\$71,136
020 - 500200	Current Expenses	\$30,000	\$3,500	\$33,500
026 - 500251	Organizational Dues	\$1,000	\$0	\$1,000
037 - 500173	Technology-Hardware	\$3,000	\$0	\$3,000
038 - 500175	Technology-Software	\$3,000	\$0	\$3,000
039 - 500188	Telecommunications	\$1,000	\$0	\$1,000
060 - 500601	Benefits	\$48,266	\$0	\$48,266
066 - 500546	Employee Training	\$500	\$0	\$500
070 - 500704	In State Travel Reimbursement	\$10,000	\$0	\$10,000
080 - 500710	Out Of State Travel Reimb	\$7,250	\$0	\$7,250
102 - 500731	Contracts For Program Servi	\$74,848	\$21,500	\$96,348
<b>Total Expenses</b>		<b>\$250,000</b>	<b>\$25,000</b>	<b>\$275,000</b>

2. Contingent upon approval of requested action #1, authorize the Department of Health and Human Services, Division for Behavioral Health, to provide three (3) organized meetings on the dates and at the locations stated in the table below, for a total cost not to exceed \$21,500, for the purpose of providing skill-building opportunities to a total of 500 New Hampshire high school seniors, effective upon Governor and Council approval through August 31, 2024. Funding source: 100% Other Funds.

<b>Granite State Trails to Successful Transitions</b>	
<b>Dates</b>	<b>Location</b>
5/14/24	Keene State University, 229 Main St, Keene, NH 03431
5/15/24	Plymouth State University, 17 High St, Plymouth, NH 03264
5/23/24	University of New Hampshire, 105 Main St, Durham, NH 03824

Funds are available in the following account for State Fiscal Year 2024:

**05-95-092-920010-63840000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVS DEPT, HHS: BEHAVIORAL HEALTH, DIV BEHAVIORAL HLTH OPERATIONS, CHOOSE LOVE**

<b>Class/Account</b>	<b>Class Title</b>	<b>Job Number</b>	<b>Total Amount</b>
102-500731	Contracts for Program Service	TBD	\$21,500
		<b>Total</b>	<b>\$21,500</b>

### EXPLANATION

The purpose of this request is to carry out action plans focused on student wellbeing, as awarded by the National Governors Association. New Hampshire is one of five states to receive an award, which includes technical assistance for implementation. New Hampshire's effort is focused on high school seniors before they enter post-secondary education or the workforce.

The funds are to be budgeted as follows:

Class 020 Current Expenses, for keychains to be given to all attending students. The keychains will have a QR code printed on them. This QR code will take them to the "toolkit" created at the conferences, so they have a visual reminder and immediate direct access in addition to a link.

Class 102 Contracts for Program Services, for the organized Granite Trails to Successful Transitions Conferences.

The purpose of these meetings is to support young adults as they transition from high school to college or the workplace. Three half-day conferences will take place on university campuses. These are specifically designed to help students in the creation of a transition "toolkit."

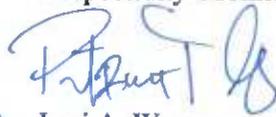
Three in-person meetings are planned, as well as one virtual event to include parents/caregivers and to further support students who might not be able to attend the in-person dates.

His Excellency, Governor Christopher T. Sununu  
March 27, 2024  
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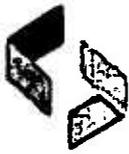
Should the Governor and Executive Council not authorize this request, we will lose this opportunity awarded to us by the National Governors Association for this specific purpose of supporting the needs and wellbeing of our young adults as they transition to either post-secondary education or the workforce.

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

Respectfully Submitted,



Lori A. Weaver  
Commissioner



**NATIONAL  
GOVERNORS  
ASSOCIATION**

**CHAIR**  
**Spencer Cox**  
Governor of Utah

**VICE CHAIR**  
**Jared Polis**  
Governor of Colorado

September 28, 2023

Kyra Leonard  
Finance Director  
DHHS- Division of Behavioral Health and Long Term Supports and Services  
105 Pleasant Street  
Concord, NH 03301

**RE: NGA K-12 Education Student and School Staff Well-Being Technical Assistance program  
State subgrants**

Dear Ms. Leonard:

On behalf of the National Governors Association Center for Best Practices (hereinafter, "Grantor"), I am pleased to inform you that DHHS- Division of Behavioral Health and Long Term Supports and Services has been selected as a grantee ("Grantee") in connection with the NGA K-12 Education Student and School Staff Well-Being Technical Assistance program funded wholly or in part by the Wallace Foundation ("Concerned Funding Agency"). (hereinafter referred to as the "Project").

This letter and any attachments outline the terms and conditions of accepting this grant and comprise the entire grant agreement ("Agreement"). Please read all the terms and conditions carefully, sign, and return the executed original to the Grantor. Grantee may wish to have this agreement reviewed by its own legal counsel before signing.

**Grantee Work Plan**

Grantee shall use this grant award to execute relevant services and deliverables included in the Grantee Work Plan and Supporting Governors in Addressing Student and School Staff Well-Being State Proposal (hereinafter referred to as the "State Proposal"). During the term of this Agreement, Grantee shall submit any proposed material changes to the services and deliverables in writing for approval by the Grantor, such as through channels including, but not limited to, a state action plan. Material changes are those that dramatically change the scope of the Project and if needed, may require additional consultation with the Concerned Funding Agency.

**Grant Amount**

The grant award for this Project is: **\$25,000**.

Grantee shall have sole financial responsibility, and no recourse at law or equity to collect against the Grantor or Concerned Funding Agency, for any financial expenditure in furtherance of the Grantee Work Plan that exceeds the grant award.

**Grant Term**

The term of this Grant begins on September 1, 2023, and continues until August 31, 2024, unless earlier terminated pursuant to this Agreement ("Term"). Funds awarded under this Agreement shall be expended or obligated no later than August 31, 2024, although work outlined in the attached Grantee Work Plan and State Proposal may extend beyond the schedule set forth herein.

**Grantee Reporting**

Grantee shall provide Grantor regular progress reports, an interim report and a final report for the Grant according to the schedule included in the Grantee Work Plan.

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Congratulations on your award. We look forward to working with you to advance this important work.

Sincerely,

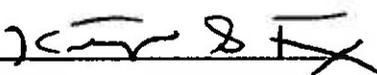
Jordan Kramer  
Chief Financial Officer

Signed: 

Date: 11/02/2023

*ACCEPTED and AGREED:*

NH DHHS- Division for Behavioral Health

Signed: 

Date: 11/1/2023

Name: Katia Fox

Title: Director of the Division for Behavioral Health

## **GENERAL TERMS AND CONDITIONS - GRANT AWARD**

### **GRANTEE DECLARATION**

The Grantee declares that it is: (i) a state or political subdivision, fiscal agent, or a tribal governmental entity, and that the purposes of this Grant are within the Grantee's public purposes.

Grantee shall inform Grantor immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its declared tax status.

### **USE OF FUNDS**

This Grant is made for the purpose outlined in the grant award letter and may not be expended for any other purpose without the prior written approval of the Grantor, in consultation with the Concerned Funding Agency, if necessary.

This Grant shall fund only the Grantee Work Plan. Grantee shall return immediately to the Grantor any unexpended portion of the Grant either at the completion of the Project, upon the end of the Term, or upon termination of the Grant, whichever comes first.

Grantee shall not expend any Grant funds for any political or lobbying activities or otherwise use the Grant funds to influence legislation, influence the outcome of any public election, carry on any voter registration efforts, or for any purpose other than specified in section 170(c)(2)(B) of the Code.

The Grantor, in its sole discretion subject to review of required reports and audits, shall require the Grantee to repay any portion of the Grant that is not used for designated purposes outlined within the Grantee Work Plan.

### **REPORTING OBLIGATIONS and AUDIT**

The Grantee warrants that it shall, during the term of the Agreement and for a period of three (3) years following the termination or expiration of the Agreement, maintain accurate and complete financial records, including accounts, books, and other records related to this Grant's charges, costs, disbursements, and expenses, in accordance with generally accepted accounting principles, consistently applied.

Grantor, directly or through its authorized agents, auditors or other independent accounting firm, at its own expense, and the Concerned Funding Agency directly or through its duly authorized representatives, shall have the right, from time to time, upon at least ten (10) days' notice, to audit, inspect, and copy the Grantee's records related to this Grant. The Grantee shall fully cooperate, including by making available such of its personnel, records and facilities as are reasonably requested by Grantor or the Concerned Funding Agency.

Grants are subject to audit by the Grantor for three years following the final disbursement to verify that project expenditures were properly documented. Grantee will be contacted at least 30 days in advance of an audit. Audit will include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the Project. The Grantee shall have all Project records readily available to the Grantor. The Grantee must also provide an employee having knowledge of the Project and the accounting

procedure or system to assist the Grantor's auditor. The Grantee shall provide a copy of any document, paper, record, or the like requested by the Grantor.

This Section shall remain in force during the term of the Agreement and for the three (3) years following the termination or expiration of the Agreement. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, Grantee agrees to maintain the records until the end of the three (3) year period or until the audit, litigation, or other action is completed, whichever is later.

## COMMUNICATIONS

Grantee shall not make any public statements or communications relating to the existence or performance of this Agreement, including the Grantee's Work Plan, or conduct any interviews or respond to any third-party inquiries, concerning the same, without the express written consent of Grantor, provided Grantor approval shall not be unreasonably withheld. However, consent of the Grantor shall not be required for Grantee to respond to requests made under the Freedom of Information ("FOI") laws of Grantee's State. Grantee agrees to notify Grantor of any such FOI request within a reasonable time after receipt of any such request. All media inquiries shall be directed to the Grantor's Office of Communications.

Grantee will allow Grantor to review and approve the text of any proposed publicity concerning the Grant award prior to its release by Grantee, unless otherwise indicated in writing, provided Grantor approval shall not be unreasonably withheld.

To ensure adequate review and evaluation of the Project, and proper coordination among interested parties, Grantee shall keep Grantor fully informed concerning the progress of the Grantee Work Plan performed hereunder, and, further, Grantor may require the Grantee to meet from time to time to review the same.

If this grant is for a film, video, book or other such Work, the Grantor and any Concerned Funding Agency reserve the right to request a screening or preview of the Work, during the final production stages, before deciding whether or not to be credited for funding the Work. If approved, a disclosure statement may be included in any Work prepared in whole or in part pursuant to this Agreement: *Funding for this project has been provided in full or in part through an Agreement with the National Governors Association Center for Best Practices. The contents of this document do not necessarily reflect the views and policies of the NGA or the NGA Center, nor does mention of trade names or commercial products constitute endorsement or recommendation of use.*

## USE OF WORK

Grantee and Grantor agree that all copyright and other interests in the Work produced under this Grant shall be owned by the Grantee. To ensure the widest possible distribution of the Work and ensure that they remain generally available to the public, the Grantee shall grant, and shall cause any individuals who may have some interest to grant, to the Grantor a non-exclusive, transferrable, perpetual, irrevocable, royalty-free, paid-up, worldwide license to use or publish the Work or any derivatives thereof arising out of or resulting from Grantee's use of the grant funds and any earnings thereon, including all intellectual property rights, and to sublicense to third parties the rights described herein. Grantee, at Grantor's request, agrees to execute any additional documents required to effect such

license. The Concerned Funding Agency also may request the same license in the Work from the Grantee.

Grantee shall not make available the Works, or any derivatives produced using these grant funds, under any other licensing terms, without prior written consent of the Grantor.

#### **RIGHT TO MODIFY, REVOKE or TERMINATE**

Grantor reserves the right to discontinue, modify or withhold any payments to be made under this Grant or to require a total or partial refund of any grant funds if, in the Grantor's sole discretion, such action is necessary: (i) because Grantee has not fully complied with the terms and conditions of this Agreement; (ii) to protect the purpose and objectives of the Project or any other related activities of the Grantor or Concerned Funding Agency; or (iii) to comply with any law or regulation applicable to the Grantee, to the Grantor, to the Concerned Funding Agency, or this Agreement.

This Agreement is subject to the terms of any agreement between Grantor and a Concerned Funding Agency and in particular may be terminated by Grantor without penalty or further obligation if the Concerned Funding Agency terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of Grantor under this Agreement are subject to the timely fulfillment by Concerned Funding Agency of its funding obligations to Grantor.

This Agreement may be terminated by the Grantor upon determination by the Grantor that after making this Grant award any information provided the Grantor by the Grantee during the grant award process was materially false. Grantee warrants that all information which a reasonable Grantor would have considered material was disclosed to the Grantor during the application process.

Grantee may unilaterally revoke its acceptance of this Grant and terminate this Agreement at any time prior to the commencement of the Project. After Project commencement, Grantee may request termination of this Agreement by mutual agreement in writing.

#### **NO GUARANTEE OF FUTURE FUNDING**

The Grantee acknowledges that receipt of this Grant does not imply a commitment on behalf of the Grantor or the Concerned Funding Agency to continue funding beyond the Term of this Agreement.

#### **NO ASSIGNMENT or DELEGATION**

Grantee may not assign, or otherwise transfer, its rights or delegate any of its obligations under this Agreement without prior written approval from the Grantor.

#### **NOTICE and PROJECT CONTACTS**

Grantee shall provide Grantor with immediate written notice if: (i) Grantee is unable to expand the grant for the purposes detailed in this Agreement; (ii) Grantee has made an expenditure from this Grant for any purpose other than those for which the Grant was intended; or, (iii) Grantee is unable to complete any other requirements that are specific to this Agreement.

Each party giving notice or issuing any request, demand, or other communication pursuant to this Agreement (each, a "Notice") shall do so in writing and shall use one of the following methods of

delivery, each of which, for purposes of this Agreement, is a writing: (i) personal delivery; (ii) first-class mail; (iii) registered or certified mail; (iv) nationally or internationally recognized overnight courier; (v) facsimile; (vi) email.

Notice shall be delivered to the following lead contacts for the Grantee and Grantor:

Grantor Contacts	Grantee Contacts
<p><i>For programmatic issues</i>                      Seth Gerson                      Program Director                      K-12 Education                      National Governors Association                      Center for Best Practices                      444 N. Capitol Street, Suite 267                      Washington, DC 20001-1512                      Email: <a href="mailto:sgerson@nga.org">sgerson@nga.org</a>                      Phone: 202.719.2875</p>	<p>Shannon Desilets                      Program Director/Community Wellness                      Administrator, Governor's Office/DHHS-                      Behavioral Health                      Phone: 603-573-6207                      Email: <a href="mailto:shannon.m.desilets@dhhs.nh.gov">shannon.m.desilets@dhhs.nh.gov</a></p>
<p><i>For contract and financial issues</i>                      Jordan Kramer                      Chief Financial Officer                      National Governors Association NGA Center for                      Best Practices                      444 N. Capitol Street, Suite 267                      Washington, DC 20001-1512                      Phone: 202.624.7787                      Email: <a href="mailto:JKramer@nga.org">JKramer@nga.org</a></p>	<p>Kyra Leonard,                      Finance Director                      DHHS- Division of Behavioral Health and Long                      Term Supports and Services                      Phone: 603-271-5052                      Email: <a href="mailto:Kyra.C.Leonard@dhhs.nh.gov">Kyra.C.Leonard@dhhs.nh.gov</a></p>

**ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Grantor and Grantee regarding the Grant. The Agreement supersedes all prior negotiations, representations and undertakings, whether written or oral.

**MODIFICATION**

This Agreement may not be modified except by further written agreement signed by the parties.

**ATTACHMENTS INCORPORATED AS PART OF THIS AGREEMENT**

- General Terms and Conditions**
- Workforce Innovation Fund State Proposal**
- Travel Policies**

**Style Guidelines**

**Other:**

- 1) **Grantee Work Plan**
- 2) **Financial plan**

**GRANTEE WORK PLAN**

**A. General Description of Engagement**

The National Governors Association Center for Best Practices (NGA Center) will support a cohort of four Governors’ offices in developing and advancing strategies for supporting student and/or school staff well-being. Governors’ offices will receive technical assistance from the NGA Center and national and state partners and \$25,000 in grant support to develop and carry out action plans focused on one or more specific state policy priorities related to this area. Such priority areas may include developing a statewide whole child or comprehensive youth development vision; ensuring K-12 students possess key employability skills – communication, collaboration, adaptability, problem-solving – to succeed in postsecondary and the workforce; promoting cross-agency alignment and coordination, including through a children or youth cabinet; implementing a multi-tiered system of supports, community schools, or integrated student supports; strengthening engagement of parents, families, students, and community members; improving school safety and school climate; and expanding educator and staff professional learning and support. In addition, Governors’ offices will engage with and learn from peers and national and state experts to advance their policy priorities. Success of grantees requires sustained commitment and active participation from grantees. State teams will collaborate across workforce development systems, economic development systems, and industry partners to advance digital skill development for equitable economic participation in alignment with the state’s economic and workforce development goals. The grantee must commit to the following activities during the grant period:

- Specific goals/outcomes include, but are not limited to:
  - Identify needs observed in our high school and secondary ed settings related to our students’ wellbeing
  - Identify barriers for the secondary ed teams that they are witnessing
  - Identify restrictions limiting students from having access to comprehensive employability and essential life skills programs.
- With a solution-oriented mindset, offering recommendations needed to overcome the restrictions and barriers identified above.
  - Establishing, or promoting increased collaboration across sectors in order to improve the wellbeing of our students
  - Participating in peer learning with other Governor’s offices, state teams, and national experts in order to best support the wellbeing of our young adults

**B. Summary Table of Tasks, Deliverables, and Due Dates**

<b>TASK</b>	<b>DELIVERABLE</b>	<b>DUE DATE</b>
Final Report	Final narrative and budget report	September 20, 2024

**C. Compensation and Reporting Requirements**

Grantee shall be compensated on a cost reimbursement basis according to the financial plan prepared by Grantee, approved by NGA Center, and attached to this Agreement. The total reimbursable amount may not exceed \$25,000. All incurred costs must be reasonable and conform to any provision of this Agreement regarding Allowable Costs.

**An advance of \$25,000 will be paid upon execution of this Agreement. Any unused or unobligated funds must be returned to Grantor by the Agreement end date.**

The Grantee shall return to NGA Center all overpayments, such as those due to advances not expended, actual rates or costs being less than estimated or provisional rates, or due to any other cause, in a timely and prompt manner.

### **FINANCIAL PLAN**

**The \$25,000 subgrant will be spent for the following.**

- Our group would want to hear from state and national experts, as well as peer learning from other governor's offices- therefore, fees for consultants, meetings, national meetings/conferences, as well as travel costs.
- Additionally, in order to hear directly from our young adults, a potential opportunity or platform to do so would be important.
- Cost-depending, this might be virtual or in person.

### Granite State Trails to Successful Transitions - Agenda

9-9:15	Welcome and Warm-up Activity (Identify next "trail" plan)
9:15-9:45	Choices/Confidence/Opportunity
9:45-10:15	Map of Current Supports/Resources
10:15-10:30	Break
10:30-10:45	Share and Care Current Supports
10:45-11:00	Group Activity
11:00 - 11:30	Map Out Next Step Trail Needs/Supports
11:30-11:45	Share and Care Future Plans/Steps
11:45-12:00	Wrap and Go

<b>Granite State Trails to Successful Transitions – Cost Breakdown</b>	
<b>Dates</b>	<b>Location</b>
<i>5/14/2024</i>	<i>Keene State University, 229 Main St, Keene, NH 03431</i>
<b>\$3,500</b>	Food
<b>\$3,500</b>	<b>Total</b>
<i>5/15/2024</i>	<i>Plymouth State University, 17 High St, Plymouth, NH 03264</i>
\$2,000	Conference Fee (including technology fee)
\$2,450	Food
<b>\$4,450</b>	<b>Total</b>
<i>5/23/2024</i>	<i>University of New Hampshire, 105 Main St, Durham, NH 03824</i>
\$3,000	Food
\$600	Parking Fee
<b>\$3,600</b>	<b>Total</b>
\$9,950	Contractor Providing the "Granite Trails to Successful Transitions" Training all dates
<b>\$21,500</b>	<b>Grand Total</b>