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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301

April 15, 2024

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

REQUESTED ACTION

For inclusion on the Consent Calendar, authorize the Department of Education (NHED) Bureau of Vocational Rehabilitation (VR) to amend a **SOLE SOURCE** cooperative project agreement with the University of New Hampshire, Durham, New Hampshire (Vendor Code 177867) by modifying the scope of services with no change to the original end date and no increase in price limitation, effective upon Governor and Council approval through June 30, 2026. The original contract was approved by Governor and Council on May 19, 2021, item #84. 100% Federal Funds.

EXPLANATION

The amendment is **SOLE SOURCE** because the previous agreement was approved by the Governor and Council on May 19, 2021 (Item #84) as a sole source. This cooperative project agreement was initiated to create an Inclusive Higher Education Program for individuals with intellectual disabilities at the University of New Hampshire. This partnership effort would increase college-based access to programs for young adults with intellectual disabilities in New Hampshire higher education settings. Programs, like "UNH-4U" will improve independent living skills and employment rates for individuals with intellectual disabilities.

Amending Exhibit A was requested by the vendor after careful consideration and reflection on their programmatic offerings. All amendments were made to focus the program offerings on the continued success of the program and the individuals it serves. The following amendments are requested in Exhibit A, Section E Deliverables Schedule.

Bulleted statement one (1) will be amended to add the language, "a minimum of five..." and remove, "Additional students will be enrolled in immersion experiences or remote learning components of the program." In line with peer-inclusive post-secondary education programs in their initial years of development, the vendor has enrolled smaller cohorts. In subsequent years, they intend to enroll more students.

Bulleted statement two (2) will be removed from Exhibit A. The vendor has determined that short immersion experiences may not predict student success.

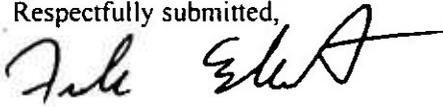
Bulleted statement three (3) shall remove “available direct support professionals” and replace with “professional staff.” The rationale behind this change is that the UNH-4U program does not employ direct support professionals.

Bulleted statement six (6) has the following language added at the end of the statement, “...as necessary per public health concerns/emergencies.” As COVID-19 pandemic restrictions have been lifted at the University, the vendor believes that a fully immersive inclusive postsecondary education experience involves in-person learning.

Bulleted statement eleven (11) will be amended to add the language, “Develop protocols and processes that will support...” and, “...by the end of academic year 2025-2026.” This bulleted statement will also be amended to remove the word, “Seek” from the first sentence. In line with other peer programs, they have not pursued CTP development at the early stages of programming. However, they have begun to gather materials necessary for CTP approval and intend to seek approval in the next 2-3 years.

The vendor is confident that these changes will greatly improve the program experience for individuals with intellectual disabilities who participate.

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 May 19, 2021, item #84, for the Project titled "UNH-4U Program Coordinator Staff" 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:

Other: Modify Exhibit A Section E: Deliverables Schedule and update State and Campus Project Administrators and Directors.

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows:

• Article D is amended to change the State Project Administrator to Joy Sabolevski: New Hampshire Department of Education, Bureau of Vocational Rehabilitation 21 S. Fruit St. Suite 20 Concord, NH 03301; 603-717-5194 and/or the Campus Project Administrator to Susan Sosa: University of New Hampshire Sponsored Programs Administration 51 College Rd. Rm 116 Durham, NH 03824; 603-862-0529.

• Article E is amended to change the State Project Director to Richard Sala: New Hampshire Department of Education, Bureau of Vocational Rehabilitation 21 S. Fruit St. Suite 20 Concord, NH 03301; 603-271-7080 and/or the Campus Project Director to Ariel Schwartz: University of New Hampshire Institute of Disability 10 West Edge Drive Durham, NH 03824; 603-862-4320.

• 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.

Campus Authorizing Official DH

Date 4/11/24

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: Dianne Hall	Name: Frank Edelblut
Title: Manager, Pre-Award	Title: Commissioner of Education
Signature and Date: <i>Dianne Hall</i> <small>Digitally signed by Dianne Hall Date: 2024.04.11 12:40:48 -04'00'</small>	Signature and Date: <i>Frank Edelblut</i> 04/17/24

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: <i>Elizabeth A. Brown</i> 04/17/24	Signature and Date:

Campus Authorizing Official DH
Date 4/11/24

EXHIBIT A

E. Deliverables Schedule:

1. Amend Exhibit A, Section E bulleted statement one (1) shall be removed, and replaced with the following language:

Identify, recruit, and enroll a minimum of five (5) and up to ten (10) young adults with intellectual disabilities in the full UNH-4U program each year beginning in the fall of 2021 and each year thereafter. The number of students enrolled will depend on the eligible and appropriate applicants. Additional students will be separately enrolled in the Bridges Training Series, a series of online courses that support students to develop academic, technology, and person-centered planning skills.”

2. Amend Exhibit A, Section E by removing bulleted statement two (2).
3. Amend Exhibit A, Section E bulleted statement three (3) shall be removed, and replaced with the following language:

Provide individual supports and services, through mentors and professional staff, for the academic and social inclusion of young adults with intellectual disabilities in academic courses, extracurricular activities, and other aspects of the eligible college or university's regular postsecondary program.

4. Amend Exhibit A, Section E by adding, “as necessary per public health concerns/emergencies.” at the end of bulleted statement six (6).
5. Amend Exhibit A, Section E bulleted statement eleven (11) shall be removed, and replaced with the following language:

Develop protocols and processes that will support approval through the Office of Postsecondary Education (OPE) to become a Comprehensive Transition and Postsecondary (CTP) Program by the end of academic year 2025-2026.

W

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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

March 30, 2021

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 Vocational Rehabilitation to enter into a Sole Source contract with the University of New Hampshire, Durham, New Hampshire (Vendor Code 177867), in an amount not to exceed \$387,500, to provide funding for the Project Coordinator and support staff for an Inclusive Higher Education Program for individuals with intellectual disabilities, effective upon Governor and Council approval for the period through June 30, 2026. 100% Federal Funds.

Funds to support this request are available in the account titled VR Field Programs-Federal in FY21 and are anticipated to be available in FY22 through FY26, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

06-56-56-565010-25380000- Bureau of Vocational Rehabilitation

Fiscal Year	Class-Account	Class Title	Amount
FY21	102-500731	Contract for Program Services	\$12,500
FY22	102-500731	Contract for Program Services	\$75,000
FY23	102-500731	Contract for Program Services	\$75,000
FY24	102-500731	Contract for Program Services	\$75,000
FY25	102-500731	Contract for Program Services	\$75,000
FY26	102-500731	Contract for Program Services	\$75,000
Total			\$387,500

EXPLANATION

This request is Sole Source to help fully implement the Inclusive Higher Education Program at the University of New Hampshire, UNH-4U. The University of New Hampshire has been in partnership with the Department of Education on many projects, and the purpose of this funding

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
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is to pay for the Project Coordinator and support staff to fully implement the program for the students attending for the next five years. The purpose of this programming is to enhance education and career learning experiences for individuals with intellectual disabilities to assist in the competitive, integrated employment of these participants.

The work world for individuals with disabilities is changing, with entry-level positions in many companies disappearing. It is with this changing workforce landscape the Bureau of Vocational Rehabilitation, in partnership with the University of New Hampshire, can implement this program to enhance employment opportunities in career pathways for individuals with intellectual disabilities.

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

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"), 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 6/30/26. 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: UNH4U - Program Coordinator Staff

- 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: Lisa Hinson-Hatz

Address: NH Department of Education
101 Pleasant Street
Concord, NH 03301

Phone: 603-419-0086

Campus Project Administrator

Name: Lisa Scigliano

Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824

Phone: 603-862-0529

- 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: Lisa Hinson-Hatz

Address: NH Department of Education
101 Pleasant Street
Concord, NH 03301

Phone: 603-419-0086

Campus Project Director

Name: Tobey Patch-Davies

Address: 56 Old Suncook Road-Suite 2
Concord, NH 03301

Phone: 603-228-2084

F. Total State funds in the amount of \$387,500 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. 06-56-565010-2538-102-500731 from U.S. Department of Education under CFDA# 84.126. 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 Department of Education have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire

Name: Karen M. Jensen

Title: Director, Pre-Award

Signature and Date:

Karen Jensen

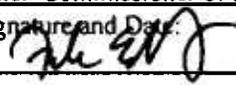
Digitally signed by Karen Jensen
Date: 2021.04.21 11:21:21 -0700

By An Authorized Official of:
NH Department of Education

Name: Frank Edelblut

Title: Commissioner of Education

Signature and Date:

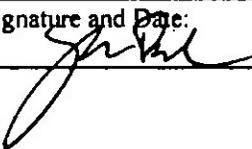
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By An Authorized Official of: the New
Hampshire Office of the Attorney General

Name: Christopher Bond

Title: Attorney

Signature and Date:

 4/28/21

By An Authorized Official of: the New
Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** UNH4U Program Coordinator Staff
- B. Project Period:** Upon Governor and Council Approval through 06/30/26
- C. Objectives:** Provide funding for the Project Coordinator and support staff to implement the UNH4U program for the next five years.
- D. Scope of Work:** University of New Hampshire (UNH) (vendor code 315187) shall provide Project Coordinator and support staff positions to implement the UNH4U program. This program is an Inclusive Higher Education Program for individuals with intellectual disabilities at the University of New Hampshire. This partnership effort would increase college-based access to programs for young adults with intellectual disabilities in New Hampshire higher education settings. Programs, like "UNH-4U" will improve independent living skills and employment rates for individuals with intellectual disabilities.
- E. Deliverables Schedule:** The following deliverables will be provided with the Project Coordinator and support staff funding:
- Identify, recruit, and enroll ten (10) young adults with intellectual disabilities in the full UNH-4U program for each year beginning in the fall of 2021 and each year, thereafter. Additional students will be enrolled in immersion experiences or remote learning components of the program.
 - Provide 1, 2 or 3 day immersion experiences to prepare students for the on-campus environment component of the program and to determine if this program will truly work for their goals.
 - Provide individual supports and services, through mentors and available direct support professionals, for the academic and social inclusion of young adults with intellectual disabilities in academic courses, extracurricular activities, and other aspects of the eligible college or university's regular postsecondary program.
 - Provide a focus on integrated work experiences, career skills, academic enrichment, socialization, independent living skills, financial literacy, and self-advocacy skills that lead to community-integrated, customized and/or competitive employment. --Facilitate person-centered planning in the development of each course of study for each youth or young adult with an intellectual disability participating in the program.
 - Develop and supervise job internships, along with Community Rehabilitation Programs, for participating students during their final term of enrollment.
 - Provide remote class work related to appropriate and chosen course selections, in concert with program mentors.
 - Participate with the Campus in the evaluation of project components, including data collection, storage, analyses, and reporting.
 - Engage in regular meetings or conference calls with program staff and on an annual basis with NHVR Project Leads to discuss project progress, successes, challenges and strategies.
 - Plan for the sustainability of the project program after the end of the grant period (i.e. private pay; financial aid for college training from NHVR; "fee for service" under IDEA, NH Waivers, Workforce Development, etc.).
 - Create and offer microcredits upon completion of course work to participants.
 - Seek approval through the Office of Postsecondary Education (OPE) to become a Comprehensive Transition and Postsecondary (CTP) Program.

F. Budget and Invoicing Instructions:

Budget:

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>Total</u>
Personnel	\$6,134	\$37,354	\$36,644	\$36,613	\$37,711	\$38,043	\$ 192,499
Fringe	\$2,687	\$16,361	\$16,050	\$16,036	\$16,517	\$16,663	\$ 84,314
Travel	\$ 0	\$150	\$250	\$250	\$250	\$ 0	\$900
Supplies	\$ 425	\$880	\$ 1,801	\$ 1,846	\$267	\$39	\$5,258
Subtotal Direct Costs	\$9,246	\$54,745	\$54,745	\$ 54,745	\$54,745	\$54,745	\$ 282,971
Indirect Costs	\$3,254	\$ 20,255	\$ 20,255	\$ 20,255	\$20,255	\$ 20,255	\$ 104,529
Grand Total	\$12,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$387,500

Limitation on Price: This contract will not exceed \$387,500.

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled VR Field Programs-Federal in FY21 and anticipated to be available in FY22, FY23, FY24, FY25 and FY26, upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

06-56-56-565010-25380000-102-500731	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>
Contracts for Program Services	\$12,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000

Method of Payment: Campus will submit invoices to the 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 as shown above. State will pay Campus within 30 days of receipt of each invoice. Campus will not be required to invoice separately by FY and will not be required to request prior approval for carryforward of unexpended funds from one fiscal year to the next. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Invoices can be sent electronically to Lisa.K.Hatz@doe.nh.gov. or via mail to:

Attn: Lisa Hinson-Hatz
 NH Department of Education
 Vocational Rehabilitation
 21 S. Fruit Street, Suite 20
 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 or Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. .