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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Lori A. Weaver
Commissioner

Marie Noonan
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
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November 20, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families (DCYF), to enter into a **Retroactive** amendment to an existing agreement with the University of New Hampshire (VC# 315187), Durham, NH, for Professional Development and Training, to modify the contract, pursuant to New Hampshire Chapter Law 140:12 (2025) and RSA 21-I:112-116, by decreasing the total price limitation by $575,000 from $11,522,948 to $10,947,948 with no change to the contract completion date of June 30, 2027, effective retroactive to December 1, 2025 upon Governor and Council approval. 50% Federal Funds. 50% General Funds.

The original contract was approved by Governor and Council on December 20, 2023, item #9, and amended on May 15, 2024, item #11.

Funds are available in the following accounts for State Fiscal Years 2026 and 2027, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Retroactive** to align with the effective date of the reductions in the amendment resulting from New Hampshire Chapter Law 140:12 (2025), *Department of Health and Human Services, Budget Reduction.*

The purpose of this request is to reduce the contract price limitation, pursuant to New Hampshire Chapter Law 140:12 (2025), *Department of Health and Human Services, Budget Reduction* and to modify the scope of services to remove any activities that potentially do not comply with RSA 21-I:112-116 and ensure the agreement complies fully with the RSA requirements. The Department is also modifying the scope of services to reduce the number of DCYF conferences from two (2) to one (1) and remove the virtual option. The conferences provide professional development and education to DCYF staff, caregivers, community partners, and stakeholders.

Approximately 3,500 individuals will be served during State Fiscal Years 2026 and 2027

The Department monitors services through standard reports required by the Contractor, as well as an annual report.

Should the Governor and Council not authorize this request, the Department will not be able to make the necessary budget reductions and scope modifications pursuant to New Hampshire Chapter Law 140:12 (2025), *Department of Health and Human Services, Budget Reduction* and New Hampshire RSA 21-I:112-116.

Area served: Statewide.

Respectfully submitted,

For:

Lori A. Weaver
Commissioner

Fiscal Details Sheet
Professional Development Training
RFP-2024-DCYF-01-PROFE-01-A02

05-95-42-421010-32200000-HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVS DEPT OF, HHS: DIV CHILDREN, YOUTH & FAM, CHILD PROTECTION, BUREAU OF PROF & STRATEGIC DEV

50% Federal Funds, 50% General Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increased (Decreased) Amount	Revised Budget
2024	066-500543	Employee Training	42102004	$1,330,698	$0	$1,330,698
2025	066-500543	Employee Training	42102004	$3,130,615	$0	$3,130,615
2026	066-500543	Employee Training	42102004	$3,229,275	($295,000)	$2,934,275
2027	066-500543	Employee Training	42102004	$3,338,760	($280,000)	$3,058,760
		Sub Total		***$11,029,348***	***($575,000)***	***$10,454,348***

05-95-42-421010-2974000-HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVS DEPT OF, HHS: DIV CHILDREN, YOUTH & FAM, CHILD PROTECTION, ADOPTION SERVICES & KINSHIP GRANT SERVICES

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increased (Decreased) Amount	Revised Budget
2024	102-500731	Contracts for Program Services	42107404	$0	$0	$0
2025	102-500731	Contracts for Program Services	42107404	$60,000	$0	$60,000
2026	102-500731	Contracts for Program Services	42107404	$60,000	$0	$60,000
2027	102-500731	Contracts for Program Services	42107404	$60,000	$0	$60,000
		Sub Total		***$180,000***	***$0***	***$180,000***

05-95-42-421010-2970000-HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVS DEPT OF, HHS: DIV CHILDREN, YOUTH & FAM, CHILD PROTECTION, TEEN INDEPENDENT LIVING

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increased (Decreased) Amount	Revised Budget
2024	102-500734	Contracts for Program Services	42107006	$0	$0	$0
2025	102-500734	Contracts for Program Services	42107006	$22,000	$0	$22,000
		Sub Total		***$22,000***	***$0***	***$22,000***

Fiscal Details Sheet
Professional Development Training
RFP-2024-DCYF-01-PROFE-01-A02

05-95-42-421010-2297000-HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVS DEPT OF, HHS: DIV CHILDREN, YOUTH & FAM, CHILD PROTECTION, ADOLESCENT SERVICES

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increased (Decreased) Amount	Revised Budget
2026	102-500734	Contracts for Program Services	42109704	$22,000	$0	$22,000
2027	102-500734	Contracts for Program Services	42109704	$22,000	$0	$22,000
		Sub Total		***$44,000***	***$0***	***$44,000***

05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIV CHILDREN, YOUTH & FAM, JUVENILE JUSTICE SERVICES, OJJDP

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	072-500575	Grants Federal	42140629	$86,700	$0	$86,700
2025	072-500575	Grants Federal	42140629	$86,700	$0	$86,700
2026	072-500575	Grants Federal	42140629	$74,200	$0	$74,200
2027	072-500575	Grants Federal	42140629	$0	$0	$0
		Sub Total		***$247,600***	***$0***	***$247,600***

Total	**$11,522,948.00**	**($575,000)**	**$10,947,948.00**

AMENDMENT #2 to
COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**
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 December 20, 2023, item #9 and amended on May 15, 2024, item #11, for the Project titled "Professional Development and Training," Campus Project Director, Tamara Von George, 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 (Choose all applicable items):

☐ Extend the Project Agreement and Project Period end date, at no additional cost to the State.

☐ Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.

☒ Other: Revising the price limitation and Scope of Work under the Cooperative Project Agreement.

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of **N/A** with **N/A** and/or USNH campus from **N/A** to **N/A**.
- Article B. is revised to replace the Project End Date of _____with the revised Project End Date of _____, and Exhibit A, article B is revised to replace the Project Period of _____ – _____ with _____ – _____.
- Article C. is amended to expand Exhibit A by including the proposal titled, "_____," dated _____.
- Article D. is amended to change the State Project Administrator to **N/A** and/or the Campus Project Administrator to **N/A**.
- Article E. is amended to change the State Project Director to **N/A** and/or the Campus Project Director to **N/A**.
- Article F. is amended to reduce funds in the amount of **$575,000** and will read:

  Total State funds in the amount of **$10,947,948** 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.

- Article F. is amended to change the cost share requirement and will read:

  Campus will cost-share_____**%** of total costs during the amended term of this Project Agreement.

- Article F. is amended to change the source of Federal funds paid to Campus and will read:

  Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. RFP-2024-DCYF-01-PROFE-01-A02 from

DH

Campus Authorized Official

Date 12/2/2025

Administration for Children & Families under ALN 93.603, 93.658, and 93.674; and from the Office of Juvenile Justice and Delinquency Prevention under ALN 16.540. 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 **revised** Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

- Article G. is exercised to amend 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, as amended as follows:

- Article H. is amended such that:

  ☐ 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.

- ☒ Exhibit A is amended as attached.

- ☐ Exhibit B 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.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #2** to the Cooperative Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Dianne Hall
Title: Manager, Sponsored Programs Administration
Signature and Date: DocuSigned by: Dianne Hall 31DB236F340F415... 12/2/2025

By An Authorized Official of:
Department of Health and Human Services
Name: Marie Noonan
Title: Director, DCYF
Signature and Date: DocuSigned by: Marie Noonan 2FCCB724C31F40F... 12/2/2025

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Robyn Guarino
Title: Attorney, NH Dept. of Justice
Signature and Date: DocuSigned by: Robyn Guarino 748734844941460... 12/2/2025

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

Campus Authorized Official DS DH
Date 12/2/2025

EXHIBIT A

A. Project Title: Professional Development and Training (RFP-2024-DCYF-01-PROFE-01-A02)

B. Project Period: January 1, 2024 – June 30, 2027

This Amendment shall be effective retroactive to December 1, 2025, upon Governor and Council approval.

C. Objectives: See Exhibit A-1, Scope of Services.

D. Scope of Work: See Exhibit A-1, Scope of Services; Exhibit A-2, Business Associate Agreement, Exhibit A-3, DHHS Information Security Requirements, Exhibit A-4, IT Requirements Workbook, and Exhibit A-5 Federal Exhibits.

1. Modify Exhibit A-1 Scope of Services, Subparagraph 1.1.1.6., to read:

   1.1.1.6. A Respect and Engagement centered framework applied to the creation, updating, and delivery of all curricula.

2. Modify Exhibit A-1 Scope of Services, Subparagraph 1.1.31.8., to read:

   1.1.31.8. Providing updates regarding family leaders' engagement at DCYF leadership meetings and in DCYF-approved venues or publications.

3. Modify Exhibit A-1 Scope of Services, Subparagraph 1.1.77.11., to read:

   1.1.77.11. Respect and Engagement Practices.

4. Modify Exhibit A-1 Scope of Services, Part 1.1.82.2.4. (lead-in statement only), to read:

   1.1.82.2.4. Federal regulations that must include, but are not limited to:

5. Modify Exhibit A-1 Scope of Services, Paragraph 1.1.83. (lead-in statement only), to read:

   1.1.83. The Contractor must design, develop, and coordinate a one (1) day, in-person conference i in calendar year 2027; as directed by, and in collaboration with, DCYF for DCYF staff and other community stakeholders.

6. Modify Exhibit A-1 Scope of Services, Part 1.1.83.1.9., to read:

   1.1.83.1.9. Coordinating the participation of family leaders and other individuals with lived experience in the conference planning, and ensuring conference participation by family leaders.

7. Modify Exhibit A-1 Scope of Services, Subpart 1.1.88.2.1.3., to read:

   1.1.88.2.1.3. Support local team projects that may include planning "family voice panels" to provide the viewpoint of lived experience to staff, planning the participation of family leaders in practice discussions to continuously improve staff skills and knowledge of how to engage and partner with families, and planning reunification celebrations to honor and celebrate families who have reunified.

8. Modify Exhibit A-1 Scope of Services, Subparagraph 1.1.88.7., to read:

   1.1.88.7. Maintaining regular in-person, phone, or email contact with family leaders to sustain their engagement and participation in the work; and to share agenda planning and ongoing communications.

9. Modify Exhibit A-1 Scope of Services, Subparagraph 1.1.98.4., to read:

   1.1.98.4. Lived experience integration; and

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DH
Campus Authorized Official
Date 12/2/2025

10. Modify Exhibit A-1 Scope of Services, Subparagraph 1.1.110.7., to read:

    1.1.110.7. Reserved; and

11. Modify Exhibit A-1 Scope of Services, Subparagraph 1.1.110.8., to read:

    1.1.110.8. Provide specialized training in the following categories:

    1.1.110.8.1. Violence intervention;

    1.1.110.8.2. Violence prevention; and

    1.1.110.8.3. Engaging with youth experiencing homelessness.

E. Deliverables Schedule: See Exhibit A-1, Scope of Services.

F. Budget and Invoicing Instructions: See Exhibit A Item F-1, Budget Table, Amendment #1 and Item F-2, Payment Terms.

1. Modify Exhibit A Item F-1, Budget Table, Amendment #1 by replacing Pages 3 and 4 in their entirety, which are attached hereto and incorporated by reference herein.
2. Modify Exhibit A Item F-2, Payment Terms; Section 1 to read:

    1. This Agreement is funded by:

    1.1. 52.25% Federal funds:

    1.1.1. Federal funds, as awarded on October 1, 2023, by the Administration for Children & Families, NH Foster Care, ALN #93.658, FAIN #2301NHFost;

    1.1.2. Federal funds, as awarded on October 1, 2021 by the Administration for Children & Families, Adoption and Legal Guardianship Incentive, ALN #93.603, FAIN #2201NHAIPP; and as awarded on October 1, 2023, FAIN #2301NHAIPP;

    1.1.3. Federal funds, as awarded on March 9, 2023, by the Administration for Children & Families, John H. Chafee Foster Care Program for Successful Transition to Adulthood, ALN #93.674, FAIN #2301NHCILP; and

    1.1.4. Federal funds, as awarded on October 1, 2019; September 17, 2020; and September 8, 2022, by the Office of Juvenile Justice and Delinquency Prevention, Juvenile Justice and Delinquency Prevention, ALN #16.540, FAINs #2019-JX-FX-0052; #2020-JX-FX-0045; and #15PJDP-21-GG-04750-TITL.

    1.2. 47.75% General funds.

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Campus Authorized Official DH

Date 12/2/2025

Exhibit A Item F-1, Budget Table, Amendment #2

New Hampshire Department of Health and Human Services	
Contractor Name:	University of New Hampshire
Budget Request for:	Professional Development and Training
Budget Period	SFY 2026: July 1, 2025 - June 30, 2026
Indirect Cost Rate (if applicable)	26%

Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	$ 1,422,281	$ 17,582
2. Fringe Benefits	$ 445,222	$ 7,085
3. Consultants	$ -	$ -
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	$ -	$ -
5.(a) Supplies - Educational	$ -	$ -
5.(b) Supplies - Lab	$ -	$ -
5.(c) Supplies - Pharmacy	$ -	$ -
5.(d) Supplies - Medical	$ -	$ -
5.(e) Supplies Office	$ 14,906	$ -
6. Travel - DCYF domestic	$ 55,246	$ -
7. Software	$ 18,607	$ -
8. (a) Other - Marketing/ Communications	$ -	$ -
8. (b) Other - Education and Training	$ 130,512	$ 741,539
CANS	$ 61,984	$ -
8. (c) Other -CWEP Travel and Training	$ 66,000	$ -
Memberships	$ -	$ -
Postage	$ -	$ -
Printing	$ -	$ -
DCYF Conference	$ -	$ -
Youth Conference	$ 22,000	$ -
Caregiver Conference	$ 60,000	$ -
FELEIA	$ 80,000	$ -
Better Together	$ 46,000	$ -
Meals	$ 30,000	$ -
Other business meals	$ -	$ -
9. Subrecipient Contracts	$ -	$ -
Total Direct Costs	$ 2,452,758	$ 766,206
Expanding Probation Practices/CANS Indirect Costs	$ 12,216	$ -
Remaining Indirect Costs	$ 625,501	
Total Indirect Costs	$ 637,717	$ 6,413
TOTAL	**$ 3,090,475**	**$ 772,619**

DS DH

Campus Authorized Offical: _____
Date: 12/2/2025

Exhibit A Item F-1, Budget Table, Amendment #2

New Hampshire Department of Health and Human Services	
Contractor Name:	University of New Hampshire
Budget Request for:	Professional Development and Training
Budget Period	SFY 2027: July 1, 2026 - June 30, 2027
Indirect Cost Rate (if applicable)	26%

Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	$ 1,464,949	$ 18,519
2. Fringe Benefits	$ 458,579	$ 6,148
3. Consultants	$ -	$ -
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	$ -	$ -
5.(a) Supplies - Educational	$ -	$ -
5.(b) Supplies - Lab	$ -	$ -
5.(c) Supplies - Pharmacy	$ -	$ -
5.(d) Supplies - Medical	$ -	$ -
5.(e) Supplies Office	$ 12,072	$ -
6. Travel - DCYF domestic	$ 56,902	$ -
7. Software	$ 19,165	$ -
8. (a) Other - Marketing/ Communications	$ -	$ -
8. (b) Other - Education and Training	$ 80,000	$ 754,110
CANS	$ 15,000	$ -
8. (c) Other -CWEP Travel and Training	$ 68,000	$ -
Memberships	$ -	$ -
Postage	$ -	$ -
Printing	$ -	$ -
DCYF Conference	$ 70,000	$ -
Youth Conference	$ 22,000	$ -
Caregiver Conference	$ 60,000	$ -
FELEIA	$ 80,000	$ -
Better Together	$ 56,000	$ -
Meals	$ 30,000	$ -
Other business meals	$ -	$ -
9. Subrecipient Contracts	$ -	$ -
Total Direct Costs	$ 2,492,667	$ 778,777
Total Indirect Costs	$ 648,093	$ 6,413

TOTAL	$3,140,760	$785,190

DS
DH

Campus Authorized Official: _____
Date: 12/2/2025