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Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

STATE OF NEW HAMPSHIRE
Department of Education
25 Hall Street
Concord, NH 03301
TEL. (603) 271-3495

August 20, 2026

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education (NHED), Bureau of Special Education Support (BSES), to enter into a Cooperative Project Agreement (CPA) to grant funds to the University of New Hampshire (UNH) Durham, NH, (vendor code 315187 B083) to advance Structured Literacy in accordance with state legislation requiring review of teacher preparation programs for evidence-based reading instruction in grades K–5 in an amount not to exceed $1,000.00 effective upon Governor and Executive Council approval through September 30, 2029. This agreement puts the cumulative value of all of the agency's agreements
with this vendor in this fiscal year above the applicable threshold delineated in MOP 150; therefore, G&C approval of this agreement is required. **100% Federal Funds.**

Funds to support this request are available in FY27 in the following account:

06-56-56-562010-25060000 State Prof Development

Fiscal Year	Class/Account	Class Title	Total
2027	072-500577	Grant Federal	$1,000.00
		Total	**$1,000.00**

EXPLANATION

The NHED was awarded a federal State Personnel Development Grant (SPDG) which requires the NHED to collaborate with New Hampshire colleges and universities to meet the goals and objectives of the federal grant to improve literacy outcomes for students. In collaboration with the University of New Hampshire, NHED will support faculty to complete Language Essentials for Teachers of Reading and Spelling (LETRs) for Early Childhood and/or Elementary Educators training. This will enable faculty to better prepare pre-service teachers in the science of reading so that student outcomes in reading and writing improve throughout the state. UNH will also participate in working with NH schools that are implementing structured literacy through this federal grant.

UNH has a rich history of preparing New Hampshire educators to teach and lead education throughout the state. As a SPDG collaborator, UNH will bring to this grant the knowledge and expertise required to advance the implementation of Structured Literacy to ensure alignment with current and emerging state legislation requiring the review of teacher preparation programs for the inclusion of evidence-base reading instruction in New Hampshire schools for students in kindergarten through grade 5, leading to the improvement of education outcomes for students.

Respectfully Submitted,

Caitlin D. Davis
Commissioner of Education

CD:ll

COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **Department of Education**
and 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 & Executive Council of the State of New Hampshire approves this Project Agreement ("Effective date") and shall end on 9/30/2029. 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: Bridging the Gap in the 603: Preparing and Supporting NH's Education Workforce

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: Amy Aiello	Name: Gretchen Swain
Address: NH Department of Education 25 Hall Street Concord, NH 03301	Address: University of New Hampshire Sponsored Programs Administration 51 College Road Durham, NH 03824
Phone: 603-271-1536	Phone: 603-862-4865

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: Lynnette Lawrence	Name: Andrew Coppens
Address: NH Department of Education 25 Hall Street Concord, NH 03301	Address: University of New Hampshire Hamilton Smith Hall, Room 230da Durham, NH 03824
Phone: 603-856-5292	Phone: 603-862-3736

Campus Authorized Official DH
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F. Total State funds in the amount of $1,000.00 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 0 % 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. H323A240003 from the U.S. Department of Education, Office of Special Education Programs under CFDA# 84.323A. 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) ___7__ 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:

In no case shall the total budget exceed the price limitation of $1,000.00.

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 **University of New Hampshire** 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: Dianne Hall	Name: Caitlin D. Davis
Title: Manager, Pre-Award Compliance	Title: Commissioner of Education
Signature and Date: Dianne Hall Digitally signed by Dianne Hall Date: 2026.08.20 14:32:13 -04'00'	Signature and Date: Caitlin D. Davis 9/8/26

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 A. Brown	Name:
Title: NHED Attorney	Title:
Signature and Date: Elizabeth A. Brown 9/8/26	Signature and Date:

Campus Authorized Official DH

Date 8/20/26

EXHIBIT A

A. Project Title: Bridging the Gap in the 603: Preparing and Supporting NH's Education Workforce

B. Project Period: Upon Governor and Council approval - September 30, 2029

C. Objectives: The Campus and the State will collaborate to advance the implementation of Structured Literacy across New Hampshire's Institutions of Higher Education. This collaboration aims to ensure alignment with current and emerging state legislation requiring the review of teacher preparation programs for the inclusion of evidence-based reading instruction in public and chartered public schools for students in kindergarten through grade 5. This four-year cooperative agreement, concluding September 30, 2029, supports State Personnel Development Grant (SPDG) funding requirements to collaborate with a NH Institution of Higher Education by funding Language Essentials for Teachers of Reading and Spelling (LETRS) and training for Campus faculty to strengthen preservice teacher literacy preparation. In return, the Campus will make reasonable efforts to place teacher interns (student teachers) in Bridging the Gap in the 603 (BG603) schools participating in the SPDG and promote the BG603 initiative within affiliate schools, maintaining these commitments for the full duration of the agreement.

D. Scope of Work: University of New Hampshire (UNH) (Campus) will:

Priority 1: Faculty Training (LETRs)

- Share names and titles of the faculty identified to participate in LETRs for Early Childhood Educators training with State Project Administrator.

- Register selected faculty for LETRs for Early Childhood Educators directly through Lexia Learning at the following rates:

    - LETRs for Early Childhood:
        - $250.00 per participant
        - 32-37.5 hours estimated time to complete
        - LETRs for Early Childhood Educators Print Manual
        - 1-year licensed access to LETRs for Early Childhood Educators online course subscription

- Track faculty progress and provide updates as outlined in the deliverables schedule to the State Project Administrator.

Priority 2: Bridging the Gap in the 603 (BG603) Promotion

- In collaboration with the State, UNH will support outreach efforts of BG603 by disseminating information provided by the State Project Administrator to local schools and encouraging interested schools to submit applications for participation.

- UNH will make reasonable efforts to coordinate student teacher placements in local schools that have been accepted into the BG603 initiative.

E. Deliverables Schedule:

Nov. 6, 2026	Provide list of faculty names/titles needing LETRs training to the State Project Administrator.
Nov. 6, 2026	Submit activity to purchase LETRs training in the State Grant Management System (GMS) for approval.

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Nov. 6, 2026	Submit activity for faculty stipends in the State GMS for approval.
Nov. 30, 2026	Register faculty for LETRs training through Lexia Learning.
Mar. 1, 2027, Jun. 1, 2027, Sept. 1, 2027, Dec. 1, 2027	Provide updates to the State Project Administrator on faculty progress in LETRs.
Mar. 1, 2028, Jun. 1, 2028, Sept. 1, 2028, Dec. 1, 2028	Provide updates to the State Project Administrator on faculty progress in LETRs.
Mar. 1, 2029	Provide updates to the State Project Administrator on faculty progress in LETRs. Each Semester: Notify the State Project Administrator when student teachers are placed in local BG603 schools.

F. Budget and Invoicing Instructions: The State will provide UNH with the following:

University of New Hampshire (LETRs for Early Childhood)

- $1,000.00 in the State GMS to reimburse LETRs training registration and stipends for participating faculty:
    - $250.00 per participant for LETRs for Early Childhood training registration
    - $250.00 stipend per participant

Budget	Total
Grant Funding	$1,000.00

Funding Source: Funds to support this request are available in the following account in FY27 as follows:

06-56-56-562010-25060000 State Prof Development

Fiscal Year	Class/Account	Class Title	Total
2027	072-500577	Grants Federal	$1,000.00
		Total	$1,000.00

Method of Payment: UNH will submit to the State Grant Management System, activities for LETRs registrations and stipends for participating faculty in an amount not to exceed the allocated amount outlined above.

As a condition of receipt of grant funds under this Agreement, the Grantee agrees to be bound by all terms, conditions, and requirements set forth in Exhibit C (Grant Subaward Notification), which is incorporated herein by reference and made a part of this Agreement. The Grantee acknowledges that execution of this Agreement constitutes the Grantee's express acceptance of, and agreement to comply with, all provisions contained in Exhibit C, including but not limited to the applicable federal laws and regulations, monitoring and access to records requirements and all additional conditions imposed by the New Hampshire Department of Education (NHED) and the U.S. Department of Education.

The Grantee further acknowledges that execution of this Agreement and compliance with the terms of Exhibit C are conditions precedent to the disbursement of any funds hereunder, and that failure to execute this Agreement or to comply with the terms of Exhibit C shall constitute grounds for withholding or recapture of grant funds by the State.

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Sub-recipients shall be reimbursed for allowable and documented costs when they are incurred. No advance payments will be made. The NHED may impose additional conditions (2 CFR 200.332(h), 2 CFR 200.208(b)(2) and (c)(3)) or take enforcement actions (2 CFR 200.339) which may delay and/or reduce reimbursement amounts. Reimbursement is not guaranteed unless NHED has approved the activity. Final invoice is due 45 days after end date.

The sub-recipient shall submit a complete and accurate Certificate of Federal Expenditure worksheet no later than December 31 of each year to the NHED which will include any expenditures under this grant incurred in the prior fiscal year. A copy of the worksheet will be provided to each sub-recipient by the NHED in September of each fiscal year.

Campus Authorized Official DH
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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.

Campus Authorized Official DH
Date 8/20/26

EXHIBIT C

Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

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

GRANT SUBAWARD NOTIFICATION

1	**Primary Award to/by** Grant Program Name: CFDA Number: Amount of Federal Award: FAIN and Initial Date:	NH Department of Education by US Department of Education **Bridging the Gap in the 603** **84.323A** **$638,440.00** H323A240003 on 10/01/2025
	SUBAWARD	
2	Recipient Name, LEA ID, SAU, District and UEI:	New Hampshire Department of Education, Division of Learner Support
3	Initial Award Date: Action Number & Type: Date of this Action:	[INITIALAWARDDATE] [VERSION] [ACTIONTYPE] [ACTIONDATE]
4	Subaward Type: Project Description:	Discretionary Bridging the Gap in the 603
5	Award Period:	Period to complete activities & expend funds: 9/1/2026 - 9/30/2029 (See block 11) Period to request reimbursement of expended funds: 9/1/2025 - 11/14/2029.
6	Contacts:	Subrecipient: USNH - KSC, PSU, UNH, & UNH CPS NHED Program Administrator: Amy Aiello 603-271-1536 Amy.E.Aiello@doe.nh.gov Grants Management System Contact: Lynnette Lawrence 603-856-5292 Lynnette.E.Lawrence@doe.nh.gov
7	Subaward Amount:	Previous Award Amount: [PREVIOUSAWARDAMOUNT] Net Change of Award Amount: [NETCHANGEAWARDAMOUNT] Updated Award Amount: [UPDATEDAWARDAMOUNT]
8	Laws, Regulations and Requirements:	EDGAR AS APPLICABLE 2 CFR AS APPLICABLE
9	Maximum Allowed Indirect Cost Rate:	Indirect Cost Rate: [INDIRECTCOSTRATE] Max Rate: [ADMINRATE] https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/indirect-cost-fy25_0.pdf
10	Additional Federal Conditions:	**This grant is not intended for research and development.**

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GRANT SUBAWARD NOTIFICATION (Continued)

11	Additional NHED Conditions:	Sub-recipients shall be reimbursed for allowable and documented costs when they are incurred. No advance payments will be made. The NHED may impose additional conditions (2 CFR 200.332(h), 2 CFR 200.208(b)(2) and (c)(3)) or take enforcement actions (2 CFR 200.339) which may delay and/or reduce reimbursement amounts. Reimbursement is not guaranteed unless NHED has approved the activity. The sub-recipient shall submit a complete and accurate Certificate of Federal Expenditure worksheet no later than December 31 of each year to the NHED which will include any expenditures under this grant incurred in the prior fiscal year. A copy of the worksheet will be provided to each sub-recipient by the NHED in September of each fiscal year. This award is subject to the contents of both the current version of NHED's General Assurances, Requirements and Definitions for Participation in Federal Programs document and the School Year 2024-2025, 2025-2026, and 2026-2027 Grant Program Assurances Document - Section F: Assurances for IDEA, Part B as executed by the party that may legally bind the grantee listed in Block 2 above. This award is also subject to the Bridging the Gap in the 603 grant agreement. Acceptance of this award and its related terms and conditions, is acknowledged by the grantee when reimbursement of funds is requested through the NHED Grants Management System by the grantee.
12	Access to Records and Monitoring Requirements:	The federal awarding agency, Inspectors General, the Comptroller General of the United States, and the NHED shall have the right of access to any documents, papers, or other records of the sub-recipient which are pertinent to this sub-award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the sub-recipient's personnel for the purpose of interview and discussion related to such documents. In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, monitoring procedures may include, but not be limited to, on-site visits by NHED staff, limited scope audits, and/or other procedures. Sub-recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the sub-recipient is appropriate, the sub-recipient agrees to comply with any additional instructions provided by NHED staff to the sub-recipient regarding such audit.
13	Project Closeout Requirements:	The subrecipient shall permit the NHED access to records and financial statements as necessary for audits and monitoring during the records retention period for three years after the completion of the sub-award in accordance with 2 CFR 200.334.
14	Attachments	

Signature of Authorizing Official
Caitlin D. Davis
New Hampshire Commissioner of Education

[CREATIONDATE]
Date

Initials DH
Date 8/20/26