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New Hampshire
Department of Agriculture,
Markets & Food

Lorraine S. Merrill, Commissioner

January 17, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Dear Governor Hassan and Honorable Council:

REQUESTED ACTION

Authorize the New Hampshire Department of Agriculture, Markets and Food, Division of Pesticide Control to enter into a grant agreement with Granite State Organizing Project, vendor #222274, for the *Bed Bug Awareness Project*; for the period of Governor and Council approval through December 31, 2013 in the amount of \$42,840.00.
100% Other Funds - Integrated Pest Management Fund.

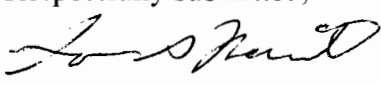
Funding is available in account, Integrated Pest Management, as follows:

02-18-18-183010-21820000 INTEGRATED PEST MANAGEMENT

OBJECT		
<u>CLASS</u>	<u>ACCOUNT</u>	<u>FY 2013</u>
075-500590	Integrated Pest Mgmt	\$42,840

EXPLANATION

The New Hampshire Department of Agriculture, Markets and Food (NHDAMF), Division of Pesticide Control in fulfilling its responsibilities under the Integrated Pest Management Program (IPM), RSA 430:50; to promote the principles of IPM and assist New Hampshire citizens to advance the practice "*Bed Bug Awareness Project*", and finds it exemplifies good practices associated with Integrated Pest Management. This project is a statewide effort to educate stakeholders of integrated pest management techniques to control bed bugs, given the need to include prevention, surveillance, and reporting in addition to chemical and mechanical methods to control the prevalent insect pest. The project builds on a statewide conference held in 2012 attended by approximately one hundred and seventy participants. In order to establish the project, and to maintain continuity and project momentum, entire grant funds are desired to be sent to the grantee. The attachment summarizes the project.

Respectfully submitted,

Lorraine S. Merrill
Commissioner

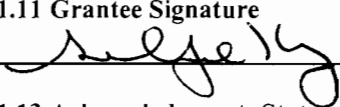
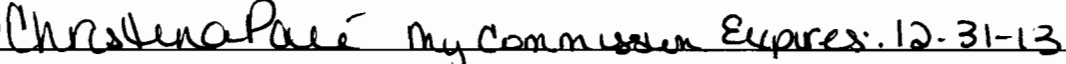

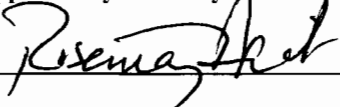
Attachment: **Project Summary**

GRANT AGREEMENT

Subject: *Bed Bug Awareness Project*

GENERAL PROVISIONS

1. IDENTIFICATIONS AND DEFINITIONS

1.1 State Agency Name New Hampshire Department of Agriculture, Markets & Food		1.2 State Agency Address 25 Capitol Street PO Box 2042 Concord, NH 03302	
1.3 Grantee Name Granite State Organizing Project		1.4 Grantee Address 383 Beech Street, Manchester, NH 03103	
1.5 Effective Date February 1, 2013	1.6 Completion Date December 31, 2013	1.7 Audit Date January 31, 2014	1.8 Grant Limitation \$42,840
1.9 Grant Officer for State Agency David J. Rousseau		1.10 State Agency Telephone Number 603-271-3640	
1.11 Grantee Signature 		1.12 Name & Title of Grantee Signor SARAH JANE KINCY, Executive Director	
1.13 Acknowledgment: State of New Hampshire, County of Hillsborough On <u>12/12/12</u> , before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace (Seal)  My Commission Expires: 12-31-13			
1.13.2 Name & Title of Notary Public or Justice of the Peace Christina Pace, Notary Public			
1.14 State Agency Signature(s) 		1.15 Name/Title of State Agency Signor(s)	
1.16 Approval by Attorney General's Office (Form, Substance and Execution) By:  Attorney, On: <u>1/22/13</u>			
1.17 Approval by the Governor and Council By: _____ On: / /			

2. **SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-O, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the state of New Hampshire.

4. **EFFECTIVE DATE; COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the Effective Date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.**

In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all

personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA: RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

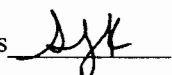
11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

Grantee Initials



11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member or employee of the Grantee and no representative, officer of employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, worker's compensation or emoluments provided by the State to its employees.

15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee.

Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND.

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 statutory worker's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice has been received by the State.

18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

Grantee Initial

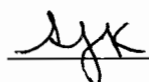


Exhibit A
Scope of Services

The Granite State Organizing Project will conduct the project in coordination with the Bed Bug Action Committee, as described in Exhibit D, **Bed Bug Awareness Project**, and further the principles and practice of Integrated Pest Management in regard to bed bug control in the State of New Hampshire.

The Project Director, Sarah Jane Knoy, shall submit a final narrative no more than 30 (thirty) days after the end of the project.

The final narrative shall include:

- a. a detailed itemized budget;
- b. the number of participants involved in program;
- c. a complete portfolio of outreach and educational materials;
- d. an evaluation of the effectiveness of the project; and
- g. the overall success of the project.

Exhibit B
Grant Amount, Method of Payment, and Payment Terms

Payment of this grant will be made in the entire sum of \$42,840, upon approval of the agreement by the Governor and New Hampshire Executive Council. Upon approval, the New Hampshire Department of Agriculture, Markets & Food will process the payment request through the accounting system and mail the check directly to the grantee; which could take up to thirty (30) days. Payment is to be made for items described in the original Integrated Pest Management Project Proposal, **Bed Bug Awareness Project Itemized Budget**.

Total payments under this project shall not exceed \$42,840 for the period ending December 31, 2013.

Unspent funds are to be refunded to the New Hampshire Department of Agriculture, Markets & Food.

Grantee Initial sjk

**Exhibit C
Insurance Provision**

See attachment.

**Exhibit D
Project Proposal**

See attachment.

Grantee Initial lyk

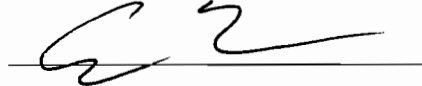
Certificate of Authority

I, Erinne McCarthy, Treasurer of the Granite State Organizing Project do hereby certify that:

1. Sarah Jane Knoy is the duly elected Executive Director;
2. The Granite State Organizing Project has agreed to accept funds and to enter into a contract with the State of New Hampshire, Department of Agriculture Markets & Food;
3. The Granite State Organizing Project further authorizes the Executive Director to execute any documents which may be necessary for this contract;
4. This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
5. The following person has been appointed to and now occupies the office indicated in (3) above:

Sarah Jane Knoy, Executive Director

IN WITNESS WHEREOF, I have hereunto set my hand as the Treasurer of the Granite State Organizing Project this 12th day of December, 2012.



Printed Name: Erinne McCarthy

State of New Hampshire

County of Hillsborough

On this 12th day of Dec. 2012, before me the undersigned officer, personally appeared Erinne McCarthy who acknowledged ~~him~~ herself to be the Treasurer of the Granite State

Organizing Project being authorized so to do, executed the foregoing instrument for the purpose therein contained.

In witness whereof I have set my hand and official seal.

Christina Pare'
~~Justice of the Peace/Notary Public~~
Christina Pare'
Commission Expiration Date 12/31/2013

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE ORGANIZING PROJECT, INC. is a New Hampshire nonprofit corporation formed June 21, 2002. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 15th day of January A.D. 2013

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Granite State Organizing Project

Greater Manchester, Nashua and Souhegan Valley Chapters

AUG - 6 2012

August 3, 2012

Mr. David Rousseau
Director, Division of Pesticide Control
New Hampshire Department of Agriculture, Markets & Food
25 Capitol Street
P.O. Box 2042
Concord, New Hampshire 03302-2042

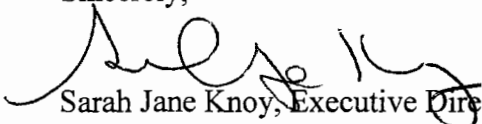
Dear Mr. Rousseau:

Enclosed you will find a proposal from the Granite State Organizing Project, on behalf of the Bed Bug Action Committee requesting funding for a second annual Bed Bug Conference as well as a year of staffing a statewide effort to spread the principles of Integrated Pest Management (IPM) across the state.

As you know, last year's conference "NH Bites Back: Working Together to Beat Bed Bugs" was very successful with more than 170 attendees from all across the state. We have heard a strong call to repeat the conference, but just as importantly, to provide follow up after the conference to help local communities start bed bug action committees that can support dissemination of IPM information and practices.

Thank you for your consideration of this request. Please let me know if you need additional information about this proposal!

Sincerely,



Sarah Jane Knoy, Executive Director
Granite State Organizing Project
383 Beech Street
Manchester, NH 03103
603-668-8250
granitestateop@comcast.net



IPM GRANT APPLICATION



The following is the official application for Integrated Pest Management Program grant funds. Proposals must be typed and submissions made on this form with additional attachments if necessary. Deliver four (4) copies to the Division of Pesticide Control. Provide a complete list of all persons involved in the proposed project; include the names, addresses and phone numbers of the individuals.

The New Hampshire IPM Grant Fund is limited. Rewards are considered to those whose proposals most represent the spirit of the IPM Program and whose applications are received the soonest. Applications should be submitted to the Division of Pesticide Control no later than November 1. Be advised that complete processing time may exceed 90 days. Proposals will be reviewed twice annually. Those persons whose projects are selected to receive grant money will be required to complete a grant agreement before any distribution of funds. The grant agreement must include a complete, detailed, and itemized budget.

Project Title: Bed Bug Awareness Project

Applicant's Organization: Granite State Organizing Project / Bed Bug Action Committee (BBAC)

Contact Person: Sarah Jane Knoy

Signature: *Sarah Jane Knoy*

Mailing Address: 383 Beech Street

City Manchester State NH Zip 03103

Telephone: day 603-668-8250 evening 603-661-3893
 fax 603-645-0020 email granitestate.op@comcast.net

Starting and Ending Dates: January 1, 2013 - December 31, 2013

Grant Amount Requested: \$42,840.00

I. Itemized Budget---Bed Bug Awareness Project

BBAC Coordination and Conference Planning

Expense Account	
Coordinator and Conference Planner Employed by Granite State Organizing Project (\$20/hour, 16 hours/week, 52 weeks/year, including payroll taxes)	\$ 16,640.00
GSOP staff supervision & project bookkeeping	\$ 6,000.00
Staff travel and mileage	\$ 2,000.00
Total	\$ 24,640.00

Communications and Website Maintenance

Expense Account	
Communications (telephone, internet)	\$ 2,000.00
NH Bed Bugs.com website (hosting & update, responding to inquiries)	\$ 1,000.00
Total	\$ 3,000.00

Statewide Conference

Expense Account	
Lodging and Meals (hotel & meals for 2 nights Concord, NH)	\$ 600.00 (\$300.00 each)
Travel Costs (airfare & car rental from MHT)	\$ 1,200.00 (\$600.00/each)
Honorarium (\$1,000 out of state speakers, \$250 each in state)	\$ 2,500.00
Printing and Photocopying	\$ 1,500.00
Folders and Badges	\$ 400.00
Facilities: Banquet Hall Cost	\$ 7,600.00
Facilities: Breakout Rooms (2)	\$ 1,400.00
Total	\$ 15,200.00
Grand Total	\$ 42,840.00

Budget Items Description:

1. **Statewide Coordination and Conference Planning:**

We propose to hire a staff for one year to work an average of two days a week on this project. The staff person will be knowledgeable in all aspects of Integrated Pest Management and will be responsible for working with the Bed Bug Action Committee to plan a statewide conference on bed bugs, update and maintain the nhbedbugs.org website, respond to bed bug and IPM queries that come through the web site, traveling to NH communities that are trying to start bed bug committees and providing them technical assistance needed to start their local committees and assisting in implementation of appropriate recommendations of the NH bed bug study committee.

Staff time is calculated as approximately 16 hours per week times \$20.00 per hour, for 52 weeks of work. This calculation allows for a few extra hours as needed. In addition we included \$6,000 towards a percentage of the supervisory and support time of the GSOP Executive Director and bookkeeper. The Executive Director will have to supervise the bed bug staff coordinator and sign off on all final decisions and expenses and the GSOP Bookkeeper will be responsible for handling the accounting for the project.

- 2.) **Communications and Website Maintenance:** The Bed Bug Action Committee website (nhbedbugs.org) has become a repository of useful information for our partners across the state. In order to adequately maintain the site, we seek funding for services in this area. In addition, the website frequently attracts requests for help and information needed to deal with bed bugs. These requests tend to come either from people who are working with very low income residents or residents who are isolated in rural areas with no local service agencies. The nhbedbugs.org site is often the first place these people get help.
- 3.) **Statewide Conference:** The second annual statewide convening of stakeholders aims to educate the public and plant the “seeds” for bed bug management in communities across NH. IPM provides the framework for all parties to contribute to coordinated bed bug management efforts. Communities around the state still need help to understand that Integrated Pest Management necessitates partnering with unlikely allies and entities they have never partnered with before including landlords, advocacy groups, businesses and others.

We anticipate inviting two out-of-state and two in-state speakers. This will be beneficial to the overall conference because of the diversity and importance of information that they can provide. We will be asking Allison Taisey from the Northeastern IPM Center to be our keynote speaker. We are planning to have an overall lecture on bed bugs, including the history, where they come from, how they are spread, best practices, etc. Another section would include a panel on policy recommendations, which would include policies for human services, the hotel industry, education, etc. Topics will become clearer as we survey attendees to find out their specific concerns and needs. The honorariums are a high estimate; we will return any unused funds to the New Hampshire Department of Agriculture, Markets, & Food after completion of the project. We plan to have folders filled with helpful information and an itinerary to give to each person at the conference. We will also purchase name badges for all participants. The exact location is still to be determined. However, we have checked prices at various hotels and conference centers in convention locations and believe the facilities cost will be at least as much as the cost for last year’s conference. We have budgeted additional funds for break out room as we did not have access to adequate break out rooms at the prior conference. Adequate time in break out sessions by location is critical to getting the local bed bug and IPM collaborative going. The breakout sessions will include relationship building, sharing of bed bug experiences and planning for initial local responses to issues raised.

II. Project Description

The second annual statewide convening of stakeholders will aim to educate and initiate action on the control and management of bed bugs in New Hampshire and to educate all stakeholders in the necessity of and basic parameters of Integrated Pest Management. Our hope was that the first conference would result in the creation of affinity groups throughout the state to establish ongoing support for those combating these invasive pests. We did succeed in establishing some critical new relationships but were a bit disappointed by the lack of follow-up in creating some local IPM committees.

Our plan for this project is to shore up and revitalize those burgeoning bed bug committees across the state with a second convening followed up by six months of ongoing support and encouragement. Our experience has shown that diverse, committed and active public private partnerships at the local level are our state’s best tool for combating bed bugs and disseminating the key concepts of integrated pest management to those engaged in the ground fight against the spread of this pest. Our hope was that the first conference would result in the creation of affinity groups throughout the state to establish ongoing support for those combating these invasive pests. We did succeed in establishing some critical new relationships. Last year we did not have this ability to spread the word and bolster newly-forming committees throughout the state. To share the materials and insights the BBAC has gained takes time and requires a designated individual committed to this task. Unfortunately, BBAC members are all volunteers who are already overburdened and over-committed by their employers. There is no time or resources for them to take on this issue beyond Manchester. Yet, every day the BBAC receives requests for information and help from communities all across our state. The BBAC has demonstrated that this model – assembling all stakeholders, focusing efforts on solutions to the problem and reaching out in a coordinated, meaningful way – works. Now is the time to replicate the BBAC’s efforts and to jump start bed bug committees in all

of the state's communities. IPM cannot succeed if each outbreak of bed bugs is dealt with individually on a case by case basis. Indeed this approach often serves only to *spread* bed bugs. Public-private partnerships that remove the stigma of bed bug reporting and bring communities together in comprehensive IPM efforts are needed.

III. Project Objectives

1. To assemble representation from all stakeholders in this issue, including policy makers, landlords, tenants, homeowners, pest management companies, tourist industry executives, grassroots organizers, school board members, and business owners. Representatives will be invited from the NH Property Owners Association, other landlord groups, businesses concerned with pest control, housing authorities and the NH Tourism Association.
2. To educate stakeholders on the persistence of bed bugs, the necessity of Integrated Pest Management and the cost of treatment.
3. To support local affinity groups to help initiate ongoing support throughout the state and to assist in implementing changes in local polices concerned with bed bugs, in accordance with the report of the Health & Human Service Oversight Committee Subcommittee on Bed Bugs. Some of these recommendations concerns steps that can be taken by local government bodies.
4. To introduce Integrated Pest Management practices to a broad range of individuals (specifically how IPM is applied to bed bug prevention and control).
5. To create strong and ongoing connections between different stakeholders to facilitate future success in controlling the spread of bed bugs and the implementation of best practices in bed bug treatment.

IV. Economic and Environmental Impact

This conference will help to acknowledge many resources throughout the state of New Hampshire and to steer individuals with bed bug infestations to practice IPM, which would have a positive impact on the environment. Bed bug infestations have a huge economic impact on cities, towns, landlords, tenants, businesses, and other individuals in our state. New Hampshire tourism is also impacted, with hotels and inns becoming the targets of bad media as well as real infestations.

The Health and Human Service Oversight Committee Subcommittee on Bed Bugs as well as GSOP and the BBAC's other grassroots connections report a high and increasing use of "over the counter" and traditional pesticide use in attempts to control bed bugs. This inappropriate, albeit understandable use of pesticides is contributing to the spread of bed bugs and to the increasing resistance of bed bugs to these chemicals. In addition, recent literature has shown that "do it yourself" treatments have had significant health impacts including poisonings, burns, and death (CDC, MMWR 9/23/11). These facts all point to the urgent need to further spread the word about IPM and to assist local stakeholder groups in coordinating their responses. The part time staff organizer will devote their post conference time to helping these stakeholder groups take root in their local communities and to advocate for the resources and policy changes needed to implement IPM.

V. How will your goals be accomplished?

Initially, the Manchester Bed Bug Action Committee (BBAC) will work with the Coordinator to plan for a second state wide conference on bed bugs and Integrated Pest Management. All attendees of the first conference will be connected and invited to attend but also to nominate others from their local community or type of business to be invited. As people are invited they will be surveyed as to their current level of knowledge about bed bugs and IPM. In addition, the organizer will complete information regarding local partnerships to combat bed bugs and the type of assistance local partnership need to thrive.

The Conference will build on learning that were presented at the NH Bites Back conference of last year but will include new information based on the evaluations of last year's conference and the needs of participants.

Some new topics that will be covered include: clear estimates of the effectiveness and costs of different types of treatment; education on the need for ongoing IPM in all severe infestations and tips on how to integrate this into other maintenance or monitoring activities; and, a workshop on how to convene an effective local bed bug action committee.

Post Conference, the Coordinator will follow up with all participants to help them start local bed bug committees in their communities. The Coordinator will travel to these communities as needed to assist with coalition building and information on the importance of IPM.

The Coordinator will utilize the nhbedbugs.org web site as a tool help local communities combating bed bugs and to disseminate best practices information across the state. We believe that this level of sustained follow up after the conference is necessary to keep the participants focused on implementing IPM and best practices in their communities.

VI. Sampling Methods

N/A

VII. How will your data be evaluated?

We plan to survey attendees' knowledge about bed bugs both before and after the conference. Our survey before the conference will be done online when the person invited registers to attend. The survey after the conference will also be online through a follow-up email to participants. We also intend to ask for conference evaluation from attendees, rating the presenters and the overall success of the conference. This will be included as part of the handouts and will be filled out by attendees at the end of the conference day.

VIII. Explain how the results of your project will be shared or publicized.

We plan to have media coverage of the event. This would include news articles and possible local television coverage. An event page will be created on the Bed Bug Action Committee website (nhbedbugs.org) so that individuals could see pictures and information about the conference. The Speaker's Bureau of our committee would also talk about the conference when they meet with different groups. We would be more than happy to attribute funding to the New Hampshire Department of Agriculture, Markets and Food Integrated Pest Management Program, as we would not be able to make this event possible without this grant.



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