



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

June 20, 2014

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

**REQUESTED ACTION**

Authorize the Department of Environmental Services to award a **SOLE SOURCE** grant to the Association of US Delegates to the Gulf of Maine Council on the Marine Environment (VC #166740), Falmouth, ME, in the amount of \$9,000.00 to support the Gulf of Maine Council Coordinator, effective as of July 1, 2014 or upon approval of Governor and Council, whichever is later, through June 30, 2015. 100% Federal Funds.

Funding is available in the account as follows.

	<u>FY15</u>
03-44-44-442010-3642-072-500575	\$9,000.00
Dept. Environmental Services, Coastal Zone Management, Grants – Federal	

**EXPLANATION**

The grant for support of the Council Coordinator is **SOLE SOURCE** because this project utilizes the Gulf of Maine Council on the Marine Environment's (GOMC) existing Council Coordinator contractor and other fiduciary components of the GOMC. No other party controls these resources. This project is specifically described in the approved underlying grant to the Department of Environmental Services (DES) from the National Oceanic and Atmospheric Administration (NOAA). This project is the result of our fellow New England states and Maritime Provinces sharing costs to achieve a common purpose.

The State of New Hampshire, through DES, has been a member of the Gulf of Maine Council since it was formed in 1989 by the governors and premiers of the states and provinces bordering the Gulf of Maine. The GOMC is a U.S.-Canadian partnership of government and non-government organizations formed to maintain and enhance environmental quality in the Gulf of Maine to allow for sustainable resource use by existing and future generations. Membership provides New Hampshire with a voice in the discussion of important issues affecting the State's coastal watersheds, provides access to hundreds of thousands of dollars for coastal restoration grants, and offers the opportunity to address coastal issues that affect New Hampshire from beyond our borders.

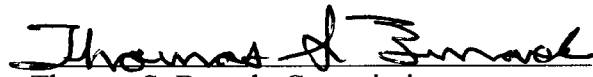
The Gulf of Maine Council cultivates participation and idea sharing among the five jurisdictions bordering on the Gulf (the U.S. states of Maine, Massachusetts and New Hampshire, and the Canadian Provinces of New Brunswick and Nova Scotia). To carry this out, a Council Coordinator is contracted to provide services that benefit all of the jurisdictions, which jointly pay for the position. This position is crucial to the annual operation of the GOMC and enables the organization to run smoothly and successfully. The Council Coordinator provides support to the current Secretariat, which rotates annually among the five jurisdictions. The upcoming 2014 - 2015 Secretariat state will be New Hampshire.

Total project costs are budgeted at \$19,000.00. DES will provide \$9,000.00 of the project costs through this federal grant. The GOMA will provide \$10,000.00 in matching funds. A budget breakdown is provided in Attachment A.

In the event that Federal Funds become no longer available, General Funds will not be requested to support the project.

This agreement has been approved by the Office of the Attorney General as to form, execution and content.

We respectfully request your approval.

  
Thomas S. Burack, Commissioner

## GRANT AGREEMENT

Subject: Gulf of Maine Council Coordination

The State of New Hampshire and the Contractor hereby mutually agree as follows:

### GENERAL PROVISIONS

#### 1. IDENTIFICATIONS AND DEFINITIONS

<b>1.1 State Agency Name</b> Department of Environmental Services		<b>1.2 State Agency Address</b> 29 Hazen Drive Concord, NH 03301	
<b>1.3 Grantee Name</b> Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment		<b>1.4 Grantee Address</b> PO Box 6063 Falmouth, ME 04105	
<b>1.5 Effective Date</b> July 1, 2014 <i>OR</i>	<b>1.6 Completion Date</b> June 30, 2015	<b>1.7 Audit Date</b> N/A	<b>1.8 Grant Limitation</b> \$9,000.00
<b>1.9 Grant Officer for State Agency</b> Dave Murphy, NH Coastal Program		<b>1.10 State Agency Telephone Number</b> 603-559-0021	
<b>1.11 Grantee Signature</b> <i>W. Donald Hudson</i>		<b>1.12 Name &amp; Title of Grantee Signor</b> W. Donald Hudson, Chair	
<b>1.13 Acknowledgment: State of Maine, County of</b> On <u>5/19/2014</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.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b> (Seal) <i>Lori L Locke</i> <span style="float: right;"><i>5/19/14</i></span>			
<b>1.13.2 Name &amp; Title of Notary Public or Justice of the Peace</b> <i>Lori L Locke</i> <span style="float: right;">LORI L. LOCKE Notary Public, Maine My Commission Expires January 14, 2018</span>			
<b>1.14 State Agency Signature(s)</b> <i>Thomas S. Burack</i>		<b>1.15 Name/Title of State Agency Signor(s)</b> Thomas S. Burack, Commissioner	
<b>1.16 Approval by Attorney General's Office (Form, Substance and Execution)</b> By: <i>[Signature]</i> <span style="float: right;">Attorney, On: <i>6/27/2014</i></span>			
<b>1.17 Approval by the Governor and Council</b> By: <span style="float: right;">On: / /</span>			

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 OR 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.

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, workmen'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 admissions 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 workers' 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 18.1 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.

## **Exhibit A Scope of Services**

The Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment (GOMA) is a 501 (C) 3, nonprofit organization that supports the activities of the Gulf of Maine Council on the Marine Environment (GOMC). The GOMA and the GOMC will coordinate with the New Hampshire Department of Environmental Services (NHDES), NH Coastal Program, as the July 2014 – June 2015 GOMC Secretariat, to perform the following:

A. The Gulf of Maine Council cultivates participation and idea sharing among the five jurisdictions bordering on the Gulf. To carry this out, a Council Coordinator is contracted to provide services that benefit all the jurisdictions, which jointly pay for the position. This position is crucial to the annual operation of the GOMC. Specific contractor deliverables that will benefit and be available for use in New Hampshire are as follows:

- Organize three international Working Group and one Council meeting including webinars and provide decision items;
- Assist the Secretariat in carrying out an organizational assessment; and
- Coordinate a minimum of four Management and Finance Meetings and provide decision items.

In addition to carrying out the activities bulleted above, the Council Coordinator works closely with GOMC committees which currently include the Climate Network, the Ecosystem Indicator Partnership, State of the Gulf of Maine Reporting, and Gulfwatch environmental monitoring and Habitat Restoration. Committee structure for the upcoming year may vary based on the organizational assessment. The Council Coordinator enables the organization to run smoothly and successfully and provides support to the current Secretariat, which rotates annually among the five jurisdictions. The upcoming 2014 - 2015 Secretariat will be New Hampshire.

### **B. Semi-annual Progress Report**

Prepare and submit a progress report to the New Hampshire Coastal Program (NHCP) on December 31, 2014 summarizing work activity through December 31, 2014.

### **C. Final Report**

Prepare and submit a Final Report to NHCP at the close of the project on June 30, 2015 that summarizes all of the project activities. An appropriate funding credit and logos of NOAA, NHCP & NHDES shall appear on the Final Report.

### **Matching Funds**

The GOMA will provide \$10,000 in non-federal matching funds for this project. The source of this match will be Canadian member agency dues.

**Exhibit B**  
**Method of Payment and Contract Price**

The State shall pay to the Grantee the total reimbursable program costs in accordance with the following requirements:

Reimbursement requests for program costs shall be made by the Grantee using a payment request form as supplied by the State, which shall be completed and signed by the Grantee. The payment request form shall be accompanied by proper supporting documentation in the amount of each requested disbursement and required matching funds. Documentation of reimbursable and matching costs may include invoices for supplies, equipment, services, contractual services, and a report of personnel, travel and indirect costs. Payments shall be made to the Grantee no more frequently than monthly. For projects that demonstrate progress solely through the submission of interim progress reports, payments shall be made upon receipt, review and approval of the interim progress report and accompanying payment request form.

The total reimbursement shall not exceed the grant award of \$9,000.

The Grantee shall provide and document \$10,000 in non-federal matching funds.

**Exhibit C**  
**Special Provisions**

I. Subparagraph 1.7 of the General Provisions, Audit Date, shall not apply to this Agreement.

II. Paragraph 17 of the General Provisions shall not apply to the Grantee as they have certified that only subcontractors will be performing grant activities under this contract and that all subcontractors shall meet the provisions of Paragraph 17.

III. This Agreement is funded under a grant to the NHDES from NOAA, Award # NA14NOS4190067, with the source of funds identified under CFDA #11.419. The Federal Grant Provisions (Standard, General, Special and/or Administrative Conditions) which are applicable to this Agreement are on file at NHDES, and are incorporated herein by reference to the same extent as if provided in full text. There are no other obligations or encumbrances on the project other than those specified herein.



CERTIFICATE

I, Priscilla M. Brooks, Treasurer of the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment, do hereby certify that:

- (1) I am the duly elected Treasurer;
- (2) at the meeting held on 06/13/2013, the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment voted to accept DES funds and to enter into a contract with the Department of Environmental Services;
- (3) the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment further authorized the Chair 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:

W. Donald Hudson, Jr.

IN WITNESS WHEREOF, I have hereunto set my hand as the Treasurer of the Organization, this 27<sup>th</sup> day of May, 2014.

Priscilla M. Brooks

Priscilla M. Brooks, Treasurer

STATE OF MASSACHUSETTS

County of SUFFOLK

On this the 27<sup>th</sup> day of May, 2014, before me ELAINE MCGRAM the undersigned officer, personally appeared Priscilla M. Brooks who acknowledged him/herself to be the Treasurer of the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment 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.

Elaine McGrath

Name of Notary Public (signature above)

Commission Expiration Date:  
(Seal)

# 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 ASSOCIATION OF U.S. DELEGATES TO THE GULF OF MAINE COUNCIL ON THE MARINE ENVIRONMENT, a(n) Maine nonprofit corporation, registered to do business in New Hampshire on December 17, 2004. 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 7<sup>th</sup> day of May, A.D. 2014

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**Attachment A  
Budget Estimate**

<b>Budget Item</b>	<b>State Funding</b>	<b>Match</b>	<b>Total</b>
Salaries & Wages			\$0.00
Employee Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel			\$0.00
Supplies & Services (Contractor)	\$9,000.00	\$10,000.00	\$19,000.00
Equipment	\$0.00	\$0.00	\$0.00
Facilities and Administrative Costs			\$0.00
<b>Subtotals</b>	<b>\$9,000.00</b>	<b>\$10,000.00</b>	<b>\$19,000.00</b>
In-Kind Contribution		\$0.00	\$0.00
<b>Total Project Cost</b>			<b>\$19,000.00</b>