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CHRISTOPHER T. SUNUNU  
GOVERNOR

**STATE OF NEW HAMPSHIRE**  
**OFFICE OF STRATEGIC INITIATIVES**  
107 Pleasant Street, Johnson Hall  
Concord, NH 03301-3834  
Telephone: (603) 271-2155  
Fax: (603) 271-2615

**DIVISION OF PLANNING**  
**DIVISION OF ENERGY**  
www.nh.gov/osi

May 6, 2019

His Excellency, Governor Christopher T. Sununu  
and the Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

1. Authorize the Office of Strategic Initiatives to enter into a Memorandum of Agreement with the NH Department of Natural and Cultural Resources (DNCR) (Vendor #177887), Concord, NH, the NH Department of Transportation (DOT) (Vendor #177927), Concord, NH, the NH Fish and Game Department (F&G) (Vendor #177911), Concord, NH, and the NH Department of Environmental Services (DES) (Vendor #177894), Concord, NH, to provide \$55,000.00 for the purposes of maintaining and improving the existing GRANIT web site, archiving and distributing agency data through the GRANIT database and providing technical support services for the development of GIS data and applications for the period beginning July 1, 2019 or upon approval of Governor and Executive Council, whichever is later, through June 30, 2021.

Funding is available in accounts DNCR-Management and Protection Fund; DOT-SPR Planning Funds; F&G-Conservation License Funds, Game Management; DES-Publications Revolving Funds, respectively, as follows:

	<u>FY 2020</u>	<u>FY 2021</u>
03-35-35-351010-3505-049-584902 Grants Non-Federal (DNCR) 100%O	\$5,000.00	\$5,000.00
04-96-96-962515-2944-046-500465 Consultants (DOT) 100%F	\$10,000.00	\$10,000.00
03-75-75-751520-2125-049-584902 Research and Management (F&G) 65%F, 35%O	\$3,750.00	\$3,750.00
03-75-75-751520-2158-049-584902 Research and Management (F&G) 75%F, 25%O	\$1,250.00	\$1,250.00
03-44-44-440010-1009-102-500731 Contracts for Program Services (DES) 100%O	\$7,500.00	\$7,500.00
<b>TOTAL</b>	<b>\$27,500.00</b>	<b>\$27,500.00</b>

2. Authorize the Office of Strategic Initiatives (OSI) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Earth Systems Research Center (ESRC), (VC#177867), Durham, New Hampshire, in the amount of \$195,000.00 to continue implementation of GRANIT, the state's computerized geographic information system, for the period beginning July 1, 2019 or upon approval of Governor and Executive Council, whichever is later, through June 30, 2021. 72% General Funds; 28% Federal/Other Funds.

Funding is available in the following account, Municipal and Regional Assistance as follows:

	<u>FY 2020</u>	<u>FY 2021</u>
01-02-02-024010-6570 102-500731 Contracts for Program Services	\$97,500.00	\$97,500.00

General Funds are contingent upon the approval of the 2020/2021 Biennial Budget.

### EXPLANATION

This Agreement is **SOLE SOURCE** due to the University of New Hampshire Earth Systems Research Center's (ESRC) long-standing partnership with OSI. As the only multi-jurisdictional geospatial data repository in the state, ESRC maintains computer resources and data capability sufficient to manage the state's geographic information program. Further, ESRC serves as the state's designated link to the National Spatial Data Infrastructure/Federal Geographic Data Committee's international network of geographic information system (GIS) data repositories.

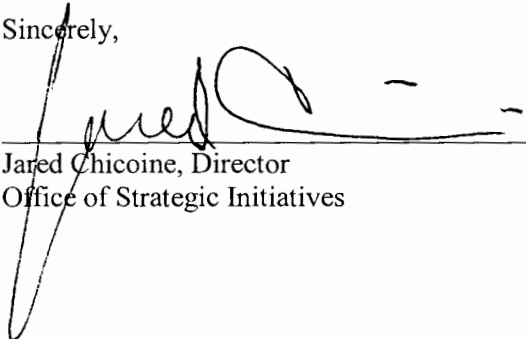
Initiated in the 1980's as a collaborative effort between the University of New Hampshire and the State, the GRANIT system creates, maintains, and makes available a digital geographic database to state, federal, regional, and local decision-makers and the public. GRANIT's data includes transportation data and high-resolution imagery from NH DOT, surficial geology and aquifer data from NH DES, floodplain data from OSI, wildlife sightings data from F&G, and Natural Heritage Bureau data from DNCR.

As a result, OSI wishes to enter into a Memorandum of Agreement with the Dept. of Natural and Cultural Resources, the Dept. of Transportation, Fish and Game, and the Dept. of Environmental Services for the purpose of maintaining and improving the existing GRANIT website, archiving and distributing agency data in support of the activities of these agencies. This funding will provide OSI with a total of \$55,000.00 to support the database and technical support for GRANIT at ESRC.

The Agreement provides financial assistance to ESRC for FY 2020 and FY 2021 to continue the management of the GRANIT database, and to provide assistance to OSI and other state agencies in applications of GIS. This Agreement will support continued maintenance of GRANIT services to state agencies and the public, including general maintenance of the state database, technical support for the development of GIS data and applications, maintenance of existing web sites hosted by GRANIT, quality assurance of the data layers automated at other installations, and technical assistance to the above state agencies. ESRC will also carry out GRANIT database development, archiving, distribution and visualization functions, including providing multiple data access mechanisms to participating agencies and other public and private sector users.

In the event that the Federal/Other Funds become no longer available, additional General Funds will not be requested to support this program.

Sincerely,



Jared Chicoine, Director  
Office of Strategic Initiatives



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
[www.nh.gov/doit](http://www.nh.gov/doit)

**Denis Goulet**  
*Commissioner*

May 21, 2019

Jared Chicoine  
Director  
Office of Strategic Initiatives  
State of New Hampshire  
107 Pleasant St, Johnson Hall  
Concord, NH 03301

Dear Director Chicoine:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a sole source contract the University of New Hampshire, Earth Systems Research Center (ESRC), (VC #177867), as described below and referenced as DoIT No. 2019-099.

This agreement will provide for the continued implementation of GRANIT, as a collaborative effort between the University of New Hampshire and the state, the GRANIT system creates, maintains and makes available to the public a digital geographic database, providing information to state, federal, regional and local decision makers. ESRC will carry out GRANIT database development, archiving distribution and visualization functions, continue the maintenance and support of the GRANIT website and provide ongoing assistance to regional planning commissions.

The amount of the contract is \$195,000.00 for the period beginning July 1, 2019 or upon approval of Governor and Executive Council, whichever is later, through June 30, 2021.

A copy of this letter should accompany the Office of Strategic Initiatives' submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/kaf  
Contract #2019-099  
Bcc: Rebecca Bolton, DoIT

**MEMORANDUM OF AGREEMENT  
BETWEEN  
NH OFFICE OF STRATEGIC INITIATIVES,  
NH DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
NH DEPARTMENT OF TRANSPORTATION  
NH FISH AND GAME DEPARTMENT  
and  
NH DEPARTMENT OF ENVIRONMENTAL SERVICES**

**Subject:** NH GRANIT Services to NH Department of Natural and Cultural Resources (DNCR), NH Department of Transportation (DOT), NH Department of Fish and Game (F&G) and NH Department of Environmental Services (DES).

This Agreement sets forth: 1) additional responsibilities of the NH Office of Strategic Initiatives (OSI), to be included in OSI's ongoing contract with Earth Systems Research Center (ESRC) at the University of New Hampshire; and 2) the specific activities related to the support of the development, maintenance, and application of the GRANIT geographic information system by DNCR, DOT, F&G, and DES.

For the purposes of this Agreement, OSI, DNCR, DOT, F&G, and DES agree to cooperate as follows:

**DNCR, DOT, F&G, and DES agree:**

A. to provide OSI with:

- I. FY2020: \$5,000 each from DNCR and F&G, \$7,500 from DES, and \$10,000 from DOT
- II. FY2021: \$5,000 each from DNCR and F&G, \$7,500 from DES, and \$10,000 from DOT

for the purposes of maintenance and support of the GRANIT project at the University of New Hampshire and the provision of mapping and training services by GRANIT staff;

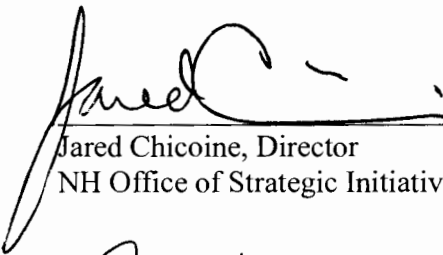
- B. to assign responsible staff to participate in the project and to oversee the elements in the Work Program;
- C. to meet with OSI, as needed, to coordinate work activities; and
- D. to the termination of this Agreement by OSI, DNCR, DOT, F&G, or DES for good cause, on 15 days' notice.

The **Office of Strategic Initiatives** agrees:


- A. to enter into an Agreement with the University of New Hampshire which reflects the work tasks identified in this Agreement;

- B. to assign an OSI staff person to serve as a liaison with DNCR, DOT, F&G, and DES;
- C. to meet with DNCR, DOT, F&G, and DES as needed, to coordinate work activities; and
- D. to the termination of this Agreement by DNCR, DOT, F&G, or DES for good cause, on 15 days' notice.


IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

  
\_\_\_\_\_  
Jared Chicoine, Director  
NH Office of Strategic Initiatives

5/6/19  
Date

  
\_\_\_\_\_  
Victoria Sheehan, Commissioner  
NH Department of Transportation

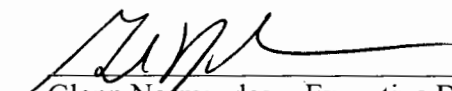
5/9/19  
Date

  
\_\_\_\_\_  
Sarah Stewart, Commissioner  
NH Department of Natural and Cultural Resources

5/8/19  
Date

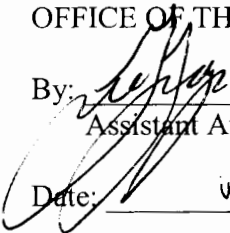
  
\_\_\_\_\_  
Robert Scott, Commissioner  
NH Department of Environmental Services

5/7/19  
Date

  
\_\_\_\_\_  
Glenn Normandeau, Executive Director  
NH Fish and Game Department

5/8/2019  
Date

OFFICE OF THE ATTORNEY GENERAL

By:   
Assistant Attorney General

Date: May 24, 2019

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on \_\_\_\_\_, \_\_\_\_\_.

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_

## WORK PROGRAM

- I. TITLE: NH GRANIT - Geographic Information System (GIS)
- II. STUDY AREA: State of New Hampshire
- III. OBJECTIVES: To support the development, maintenance, and dissemination of the GRANIT database.
- IV. WORK TASKS: Acting through the Office of Strategic Initiatives, Earth Systems Research Center will provide overall system management and support services to the designated state agencies of DNCR, DOT, F&G, and DES, including:
  - A. GRANIT Data Base Development
    - 1) Updates to the Conservation/Public Lands layer.
    - 2) Updates to the Roads Inventory layer and other DOT transportation layers.
    - 3) Updates to the DES layers.
  - B. GRANIT Applications and Coordination Activities
    - 1) Technical support for the development of GIS data and applications.
    - 2) Active participation in the NH GIS Committee and NH GIS Technical Advisory Committee and its working group.
  - C. GRANIT System Management and Support Services
    - 1) Maintenance of existing web sites hosted by GRANIT and building and hosting web mapping services on the GRANIT website.
    - 2) Technical assistance to the above designated state agencies.
- V. PROJECT COSTS: The total amount of this Agreement is \$195,000:
  - A. FY2020: \$5,000 each from DNCR and F&G, \$7,500 from DES, \$10,000 from DOT, and \$70,000 from OSI.
  - B. FY2020: \$5,000 each from DNCR and F&G, \$7,500 from DES, \$10,000 from DOT, and \$70,000 from OSI.
- VI. DURATION: The project duration extends from July 1, 2019, upon Governor and Council approval, through June 30, 2021.

**COOPERATIVE PROJECT AGREEMENT**

between the

STATE OF NEW HAMPSHIRE, **Office of Strategic Initiatives**

and the

**University of New Hampshire** of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Office of Strategic Initiatives**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/21**. 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: **FY20 and FY21 NH GRANIT- Geographic Information System (GIS) Project**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

**State Project Administrator**

Name: Jennifer Gilbert  
 Address: NH Office of Strategic Initiatives  
 Johnson Hall, 3rd Floor  
 107 Pleasant Street  
 Concord, NH 03301  
 Phone: 603-271-2155

**Campus Project Administrator**

Name: Lisa Scigliano  
 Address: University of New Hampshire  
 Sponsored Programs Administration  
 51 College Rd., Rm 116  
 Durham, NH 03824  
 Phone: 603-862-0529

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

**State Project Director**

Name: Jennifer Gilbert  
 Address: NH Office of Strategic Initiatives  
 Johnson Hall, 3rd Floor  
 107 Pleasant Street  
 Concord, NH 03301  
 Phone: 603-271-2155

**Campus Project Director**

Name: Fay Rubin  
 Address: UNH Earth Systems Research Center  
 Morse Hall  
 39 College Road  
 Durham, NH 03824  
 Phone: 603-862-4240



F. Total State funds in the amount of \$195,000 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. \_\_\_\_\_ from \_\_\_\_\_ under CFDA# \_\_\_\_\_. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

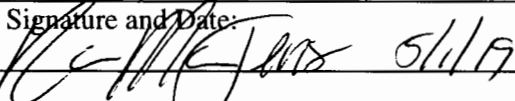
H.  State has chosen **not to take** possession of equipment purchased under this Project Agreement.  
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Office of Strategic Initiatives** have executed this Project Agreement.

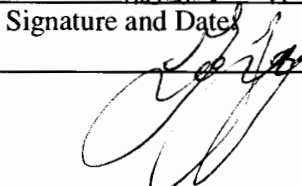
**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen  
Title: Manager, Sponsored Programs Administration

Signature and Date:  5/11/19

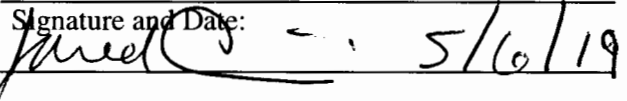
**By An Authorized Official of: the New  
Hampshire Office of the Attorney General**

Name: Gordon P. Lounsbury  
Title: Assistant Attorney General

Signature and Date:  5/24/19

**By An Authorized Official of:  
Office of Strategic Initiatives**

Name: Jared Chicoine  
Title: Director

Signature and Date:  5/16/19

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. Project Title:** FY 20 and FY 21 NH GRANIT - Geographic Information Systems (GIS) Project
- B. Project Period:** July 1, 2019 - June 30, 2021
- C. Objectives:** To continue the development, maintenance, and dissemination of the GRANIT database by acquiring, documenting, and integrating relevant data. Necessary activities to accomplish this objective include: archiving and distributing data through the GRANIT web site and other media; maintaining web-based data and image publishing services; maintaining web-based mapping interfaces for public use; providing technical support and assistance to users of the GRANIT database; and conducting analyses that address resource management and development issues facing NH

**D. Scope of Work:**  
FY 20 Scope of Work

### I. GRANIT Data Base Development

- 1) Conservation/Public Lands: Campus Project Director will continue to collaborate with the Office of Strategic Initiatives (OSI) State Project Director to ensure that routine updates to the Conservation Lands data layer are conducted. Tasks include identifying newly protected tracts of land, coordinating with the entities/organizations managing the lands to identify appropriate source maps and documents describing the tracts, and mapping/ automating the tracts for incorporation in the statewide data layer. Updates to the layer will be posted on a regular basis, at least annually, to the GRANIT web site for retrieval by other state agencies, regional planning agencies, and the general public. Updated data will also be incorporated in GRANITView, the web-based map viewer that is available to the public.
- 2) Roads Inventory and other Department of Transportation (DOT) Transportation Layers: Campus Project Director will enter revised and updated data from the NH DOT into the GRANIT database and into GRANITView as it is made available. This task includes providing technical assistance to NH DOT on maintaining the associated data layer documentation.
- 3) Department of Environmental Services Layers: Campus Project Director will enter revised and updated data from the NH DES into the GRANIT database and into GRANITView as it is made available. This task includes providing technical assistance to NH DES on maintaining the associated data layer documentation

### II. GRANIT Applications and Coordination Activities

Campus Project Director will provide technical support to OSI and the NH GIS community in developing applications using the GRANIT database.

Campus Project Director will actively participate in the NH GIS Committee (as defined by HB377), the NH GIS Technical Advisory Committee, and the NH GIS Technical Advisory Committee working group through attendance at regularly scheduled meetings and participation in appropriate subcommittees, as assigned.

### III. GRANIT System Management and Support Services

Campus Project Director will continue to provide overall system management and technical support services for GRANIT. The establishment of multiple GIS installations at the state and regional levels, including the NH DOT, NH DES, NH Fish & Game, NH OSI, NH DNCR, the regional planning commissions, and many municipalities in the state, requires the development and continual refinement of procedural specifications and system documentation.

Campus Project Director will provide support services to OSI and to other authorized users of the system, as mutually agreed upon by State Project Director and Campus Project Director. Services will include general maintenance of the state data base, technical assistance for system users, and supervision of the in-house data development program.

Campus Project Director will support and continue to enhance the GRANIT web site at UNH, providing access to the database over the internet for government, public, and private sector use. Particular emphasis will be placed on maintaining GRANIT View, the interactive data viewer, and on building and hosting web mapping services on the GRANIT web site.

With State Project Director approval, and as funding permits, Campus Project Director will acquire computer hardware, software, supplies, and related materials that are necessary for the accomplishment of this work program and the continued development of GRANIT.

#### FY 21 Scope of Work

##### I. GRANIT Data Base Development

Same as FY20.

##### II. GRANIT Applications and Coordination Activities

Same as FY20.

##### III. GRANIT System Management and Support Services

Same as FY20.

#### **E. Deliverables Schedule:**

All materials, maps, reports, documents and other work products specified in the Project's Scope of Work for preparation and submission by Campus Project Director shall be submitted to State Project Director on or before the due dates, and in the number of copies specified by State Project Director.

Quarterly progress reports documenting activities to date will be submitted to State Project Director for review and approval, as well as any draft or final copies of maps, analyses, reports and other evidence of the completion of elements of the Project's Scope of Work.

#### **F. Budget and Invoicing Instructions:**

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice.

Campus will submit invoices separately by State FY with the final invoice due within 30 days after the fiscal year end dates.

Budget Items	FY 20 State Funding	FY 21 State Funding	Total
1. Salaries & Wages	\$45,500	\$45,500	91,000
2. Employee Fringe Benefits	\$20,475	\$20,475	\$40,950
3. Travel	\$412	\$412	\$824
4. Supplies and Services	\$5,728	\$5,728	\$11,456
5. Equipment	0	0	0
6. Facilities & Admin Costs	\$25,385	\$25,385	\$50,770
Subtotals	97,500	97,500	195,000
Total Project Costs:		195,000	

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**Campus Project Director**

Name: Fay Rubin  
 Address: UNH Earth Systems Research Center  
 Morse Hall  
 39 College Road  
 Durham, NH 03824  
 Phone: 603-862-4240

Campus Authorized Official KJ  
 Date 5/1/19

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Check if applicable

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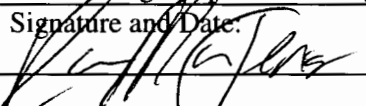
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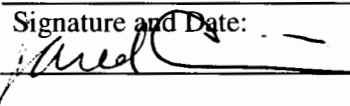
**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen  
Title: Manager, Sponsored Programs Administration

Signature and Date:  5/11/19

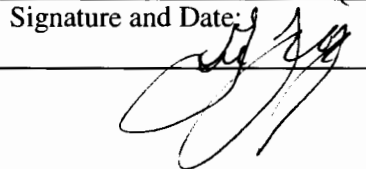
**By An Authorized Official of:  
Office of Strategic Initiatives**

Name: Jared Chicoine  
Title: Director

Signature and Date:  5/16/19

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

Name: Gordon P. Lumbriquet  
Title: Assistant Attorney General

Signature and Date:  5/24/19

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

Name:  
Title:

Signature and Date:

## EXHIBIT A

- A. Project Title:** FY 20 and FY 21 NH GRANIT - Geographic Information Systems (GIS) Project
- B. Project Period:** July 1, 2019 - June 30, 2021
- C. Objectives:** To continue the development, maintenance, and dissemination of the GRANIT database by acquiring, documenting, and integrating relevant data. Necessary activities to accomplish this objective include: archiving and distributing data through the GRANIT web site and other media; maintaining web-based data and image publishing services; maintaining web-based mapping interfaces for public use; providing technical support and assistance to users of the GRANIT database; and conducting analyses that address resource management and development issues facing NH

**D. Scope of Work:**  
FY 20 Scope of Work

### I. GRANIT Data Base Development

- 1) Conservation/Public Lands: Campus Project Director will continue to collaborate with the Office of Strategic Initiatives (OSI) State Project Director to ensure that routine updates to the Conservation Lands data layer are conducted. Tasks include identifying newly protected tracts of land, coordinating with the entities/organizations managing the lands to identify appropriate source maps and documents describing the tracts, and mapping/ automating the tracts for incorporation in the statewide data layer. Updates to the layer will be posted on a regular basis, at least annually, to the GRANIT web site for retrieval by other state agencies, regional planning agencies, and the general public. Updated data will also be incorporated in GRANITView, the web-based map viewer that is available to the public.
- 2) Roads Inventory and other Department of Transportation (DOT) Transportation Layers: Campus Project Director will enter revised and updated data from the NH DOT into the GRANIT database and into GRANITView as it is made available. This task includes providing technical assistance to NH DOT on maintaining the associated data layer documentation.
- 3) Department of Environmental Services Layers: Campus Project Director will enter revised and updated data from the NH DES into the GRANIT database and into GRANITView as it is made available. This task includes providing technical assistance to NH DES on maintaining the associated data layer documentation

### II. GRANIT Applications and Coordination Activities

Campus Project Director will provide technical support to OSI and the NH GIS community in developing applications using the GRANIT database.

Campus Project Director will actively participate in the NH GIS Committee (as defined by HB377), the NH GIS Technical Advisory Committee, and the NH GIS Technical Advisory Committee working group through attendance at regularly scheduled meetings and participation in appropriate subcommittees, as assigned.

### III. GRANIT System Management and Support Services

Campus Project Director will continue to provide overall system management and technical support services for GRANIT. The establishment of multiple GIS installations at the state and regional levels, including the NH DOT, NH DES, NH Fish & Game, NH OSI, NH DNCR, the regional planning commissions, and many municipalities in the state, requires the development and continual refinement of procedural specifications and system documentation.

Campus Project Director will provide support services to OSI and to other authorized users of the system, as mutually agreed upon by State Project Director and Campus Project Director. Services will include general maintenance of the state data base, technical assistance for system users, and supervision of the in-house data development program.

Campus Project Director will support and continue to enhance the GRANIT web site at UNH, providing access to the database over the internet for government, public, and private sector use. Particular emphasis will be placed on maintaining GRANIT View, the interactive data viewer, and on building and hosting web mapping services on the GRANIT web site.

With State Project Director approval, and as funding permits, Campus Project Director will acquire computer hardware, software, supplies, and related materials that are necessary for the accomplishment of this work program and the continued development of GRANIT.

#### FY 21 Scope of Work

##### I. GRANIT Data Base Development

Same as FY20.

##### II. GRANIT Applications and Coordination Activities

Same as FY20.

##### III. GRANIT System Management and Support Services

Same as FY20.

#### **E. Deliverables Schedule:**

All materials, maps, reports, documents and other work products specified in the Project's Scope of Work for preparation and submission by Campus Project Director shall be submitted to State Project Director on or before the due dates, and in the number of copies specified by State Project Director.

Quarterly progress reports documenting activities to date will be submitted to State Project Director for review and approval, as well as any draft or final copies of maps, analyses, reports and other evidence of the completion of elements of the Project's Scope of Work.

#### **F. Budget and Invoicing Instructions:**

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice.



Campus will submit invoices separately by State FY with the final invoice due within 30 days after the fiscal year end dates.

Budget Items	FY 20 State Funding	FY 21 State Funding	Total
1. Salaries & Wages	\$45,500	\$45,500	91,000
2. Employee Fringe Benefits	\$20,475	\$20,475	\$40,950
3. Travel	\$412	\$412	\$824
4. Supplies and Services	\$5,728	\$5,728	\$11,456
5. Equipment	0	0	0
6. Facilities & Admin Costs	\$25,385	\$25,385	\$50,770
Subtotals	97,500	97,500	195,000
Total Project Costs:		195,000	