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DEPARTMENT OF ENVIRONMENTAL SERVICES

Robert R. Scott, Commissioner

May 15, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Environmental Services to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Sponsored Programs Administration (VC #177867-B046) (UNH), Durham, NH, in the amount of \$54,836 to continue to develop a volunteer beach profile monitoring program for New Hampshire's ocean beaches, effective as of July 1, 2019 through June 30, 2020, upon Governor and Council approval. The funding source is 100% Federal Funds.

Funding is available in the account as follows. Funding for FY 2020 is contingent upon continuing appropriation and availability of funds.

	<u>FY 2020</u>
03-44-44-442010-3642-102-500573	\$54,836
Dept. Environmental Services, Coastal Zone Management, Grants – Federal	

EXPLANATION

This agreement is **SOLE SOURCE** because UNH has unique expertise in beach profiling and has conducted extensive research on New Hampshire's ocean beaches, and has significant experience developing volunteer based programs, such as the New Hampshire Sea Grant/UNH Cooperative Extension Coastal Research Volunteer program. The New Hampshire Volunteer Beach Profile Monitoring Program brings together experts from New Hampshire Sea Grant/UNH Cooperative Extension and the UNH Center for Coastal and Ocean Mapping to continue to develop a program to train and mobilize volunteers to collect measurements of beach surface elevations along New Hampshire's Atlantic coast. Quantifying changes in beach contours over time will provide increased understanding of responses to storms as well as seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision makers with important information on coastal processes for guiding beach management. In addition, beach profiles will provide critical data to inform storm surge forecasting models currently being developed by the National Weather Service.

The New Hampshire Geological Survey (NHGS) recently completed a geomorphic change analysis of New Hampshire's ocean beaches using Light Detection and Ranging (LiDAR) surveys from four to six time steps between 2000 and 2014 in order to assess the needs of beach nourishment projects. The analysis performed by NHGS indicates that the majority of New Hampshire's ocean beaches experienced

erosion during the time period captured by the LiDAR surveys. However, because significant changes to beach geomorphology can occur at time scales that are much shorter (e.g., days, weeks, months) than those used in the NHGS analysis, more frequent topographic monitoring of New Hampshire's ocean beaches is needed to better understand shoreline change over time.

Total project costs are budgeted at \$74,836. DES will provide \$54,836 of the project costs through a federal grant. UNH will provide \$20,000 in matching funds. In the event that Federal funds become no longer available, General funds will not be requested to support the project.

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

We respectfully request your approval.



Robert R. Scott, Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Environmental Services
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, Department of Environmental Services, (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 6/30/20. 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: **New Hampshire Volunteer Beach Profile Monitoring Program**

- 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: Christian Williams
 Address: New Hampshire Coastal Program
 Department of Environmental Services
 222 International Drive, Suite 175
 Portsmouth, NH 03801
 Phone: 559-0025

Campus Project Administrator

Name: Cheryl Moore
 Address: University of New Hampshire
 Sponsored Programs Administration
 Service Building/51 College Road
 Durham, NH 03824
 Phone: 862-1992

- 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: Steven Couture
 Address: New Hampshire Coastal Program
 Department of Environmental Services
 222 International Drive, Suite 175
 Portsmouth, NH 03801
 Phone: 559-0027

Campus Project Director

Name: Alyson Eberhardt
 Address: University of New Hampshire
 Cooperative Extension/NH Sea Grant
 122 Mast Road
 Lee, NH 03861
 Phone: 862-6709

Campus Authorized Official 
 Date 5/9/19

F. Total State funds in the amount of **\$54,836** 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 37% 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. **NA18NOS4190024** from **National Oceanic and Atmospheric Administration (NOAA)** under CFDA# **11.419**. 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, **Department of Environmental Services** 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:  5/9/19

**By An Authorized Official of:
Department of Environmental Services**

Name: Robert R. Scott

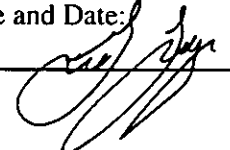
Title: Commissioner

Signature and Date:  5-21-19

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

Name: Gordon P. LaGrigan

Title: Assistant Attorney General

Signature and Date:  5/23/19

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** New Hampshire Volunteer Beach Profile Monitoring Program
- B. Project Period:** July 1, 2019 through June 30, 2020
- C. Objectives:** The goal of the proposed project is to continue to develop and advance the New Hampshire Volunteer Beach Profile Monitoring Program (VBPMP). Quantifying changes in beach contours over time will provide increased understanding of responses to storms as well as seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision makers with important information on coastal processes for guiding beach management. In addition, beach profiles will provide critical data to inform storm surge forecasting models currently in development by the National Weather Service. To achieve this goal, project objectives include the following:
- Continue volunteer engagement and training efforts;
 - Maintain VBPMP equipment and stations;
 - Perform quality control of the VBPMP;
 - Maintain VBPMP page on the New Hampshire Sea Grant web site;
 - Assist with data synthesis, analysis, communication; and
 - Engage municipal and state beach managers.
- D. Scope of Work:** Stated below:
- 1. Continue volunteer engagement and training efforts.** Maintain communication with volunteers (e.g., scheduling data collection dates and times, troubleshooting issues and concerns among volunteers, sharing information) and continue to provide field support to volunteer groups as necessary. Continue VBPMP advertising and outreach and expand volunteer recruiting and training efforts as necessary. Provide continuing education opportunities to volunteers.
 - 2. Maintain VBPMP profiling equipment and stations.** Perform periodic maintenance and repair of profiling equipment and stations as necessary.
 - 3. Perform quality control of the VBPMP.** Conduct periodic field visits to observe and advise volunteers to ensure consistency in data collection efforts.
 - 4. Maintain the VBPMP page on New Hampshire Sea Grant web site.** The VBPMP page, on the New Hampshire Sea Grant web site will be updated to include information to support existing volunteers and recruit new ones, when needed. Data synthesis reports will be added to the VBPMP page when completed. Once a data storage and mapping application are developed by the NH Geological Survey, a link to the data interface will be included on the VBPMP page.
 - 5. Assist with data synthesis, analysis and communication.** Continue to synthesize profile data, develop metrics for data analysis, conduct data analysis, and develop preliminary outreach materials to inform volunteers, beach managers, and other stakeholders of beach trends (e.g., accretion, erosion, stability).

6. Engage municipal and state beach managers. Continue to engage decision makers from New Hampshire's Atlantic coast municipalities, as well as the New Hampshire Department of Natural and Cultural Resources, about the VBMP and the importance of developing a long-term database of beach change, and discuss the potential uses of VBMP data to inform beach management.

7. Explore funding options and develop application materials to sustain the VBMP. Work with consultants to discuss program funding needs, identify funding opportunities aligned with the goals of the VBMP, and develop a timeline for pursuing funding. Develop content focused on engaging new potential funders to support the VBMP.

8. Quantify future VBMP costs. Calculate the total anticipated cost to operate the VBMP in its entirety and the anticipated cost to operate the VBMP at each of the 13 established profile stations for the period July 1, 2020 to June 30, 2021, and July 1, 2021 to June 30, 2022.

E. Deliverables Schedule: Reports: Campus Project Director shall provide one semi-annual progress report summarizing work to date, including the results of the quantification of future VBMP costs as required by Task 8 of the Scope of Work, and a final report documenting the results of the project. The semi-annual report shall cover the period July 1, 2019 through December 31, 2019 and shall be due January 10, 2020. The final report shall include a final budget summary and shall be due by June 30, 2020.

F. Budget and Invoicing Instructions: Campus shall submit invoices to State on standard Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices shall be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major budget categories as shown below. Upon receipt and approval by the State Project Director of the invoices, State shall issue payment to Campus based on the costs documented by Campus. State shall pay Campus within 30 days of receipt of each invoice. Campus shall submit its final invoice not later than 60 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$22,732	-	\$22,732
2. Fringe Benefits	\$ 9,389	-	\$ 9,389
3. Travel	\$ 500	-	\$ 500
4. Supplies and Services	\$ 900	-	\$ 900
5. Sub-Contractual	\$10,000	-	\$10,000
5. Other (volunteer services)	-	\$20,000	\$20,000
6. Facilities and Admin.	\$11,315	-	\$11,315
Subtotals:	\$54,836	\$20,000	\$74,836

Total Project Costs: \$74,836

G. Other

Funding Credit: Funding credit requirement on final work products and outreach materials: All final work products above shall include the NOAA, NHCP and NHDES logos. All work products and outreach materials shall state that "This project was funded by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the New Hampshire Department of Environmental Services Coastal Program." Examples of final work products and outreach materials include, but are not limited to, final reports, press releases, newsletter articles, website pages, and signage.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.