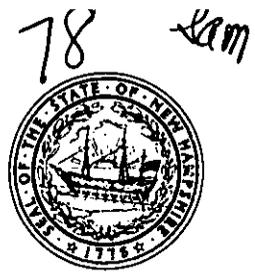




The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Robert R. Scott, Commissioner**

December 3, 2018

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

**JAN03'19 PM12:51 DAS**

**REQUESTED ACTION**

Authorize the Department of Environmental Services to enter into an agreement with the University of New Hampshire, Sponsored Programs Administration (VC #177867-B046), Durham, NH, in the amount of \$25,000 to implement the Climate in the Classroom project, effective upon Governor and Council approval through June 30, 2020. The funding source is 100% Federal Funds.

Funding is available in the account as follows:

	<u>FY 2019</u>
03-44-44-442010-3642-072-500573	\$25,000
Dept. Environmental Services, Coastal Zone Management, Grants—Federal	

**EXPLANATION**

The New Hampshire Coastal Program (NHCP) issued a Request for Proposals (RFP) on May 7, 2018 for projects that enhance coastal resilience to current and future hazards. Projects eligible to receive funding from NHCP's competitive Coastal Resilience Grant funding opportunity included those that build capacity to address future coastal flood risk and design, permitting, and/or construction of site-specific projects that enhance coastal community and ecosystem resilience. Eleven eligible proposals were received and ranked according to selection criteria and selection committee discussion. Four proposals were selected to receive funding, including the proposal submitted by the University of New Hampshire Cooperative Extension (UNH) for this project. A scoring matrix that includes a list of the staff who participated in proposal review, along with their titles and level of experience is provided in Attachment B.

The goal of this project is to inspire community members to take action and/or support strategies to reduce potential coastal climate impacts in their communities by training middle school teachers to implement a Climate in the Classroom program. The teachers will learn how to incorporate program information into existing curriculum. The program will educate middle school students, and through them, their families and other community members about climate change and strategies to both reduce and adapt to potential coastal community impacts.

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and The Honorable Council

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Total project costs are budgeted at \$37,500. DES will provide \$25,000 of the project costs through this federal grant. UNH will provide \$12,500 in matching funds. A budget breakdown is provided in Attachment A.

In the event that the Federal funds become no longer available, general funds will not be requested to support this program. The agreement has been approved as to form, substance, and execution by the Office of the Attorney General.

We respectfully request your approval.



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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 when the National Oceanic and Atmospheric Administration, the Governor, and the Executive Council of the State of New Hampshire approve this Project Agreement 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: **UNH Climate in the Classroom**

- 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: Steve Couture  
Address: NH Coastal Program  
Dept. of Environmental Services  
222 International Drive, Suite 175  
Portsmouth, NH 03801  
Phone: 271-8801

**Campus Project Administrator**

Name: Cheryl Moore  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Road, Service Bldg.  
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: Kirsten Howard  
Address: NH Coastal Program  
Dept. of Environmental Services  
222 International Drive, Suite 175  
Portsmouth, NH 03801  
Phone: 559-0020

**Campus Project Director**

Name: Amanda Stone  
Address: University of New Hampshire  
Cooperative Extension  
Room 220, Nesmith Hall  
Durham, NH 03824  
Phone: 862-1067

- F. Total State funds in the amount of **\$25,000** 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 **33.33 %** 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. **NA17NOS4190040** from **National Oceanic and Atmospheric Administration** 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.

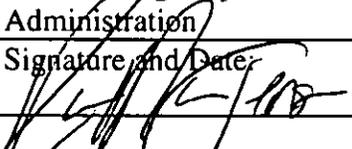
IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, Department of Environmental Services have executed this Project Agreement.

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

Name: Karen M. Jensen

Title: Manager, Sponsored Programs  
Administration

Signature and Date:

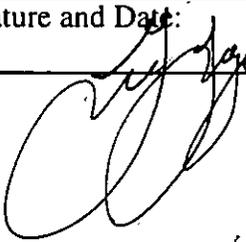
 12/9/18

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

Name: Gordon Lawler

Title: Assistant Attorney General

Signature and Date:

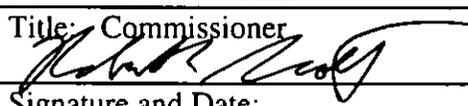
 12/21/18

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

Name: Robert R. Scott

Title: Commissioner

Signature and Date:

 12-11-18

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

Name:

Title:

Signature and Date:

## EXHIBIT A

- A. Project Title:** UNH Climate in the Classroom
- B. Project Period:** Upon NOAA and G&C Approval – June 30, 2020
- C. Objectives:** This innovative program will inspire community members to take action and/or support climate change strategies to reduce potential impacts in their communities. The program will:
- 1) train middle school teachers in the Climate in the Classroom program, including how to incorporate program information into existing curriculum, and
  - 2) educate middle school students, and through them, their families and other community members about climate change and strategies to both reduce and adapt to potential impacts.

**D. Scope of Work:**

A detailed scope of work is provided in the Project proposal titled *Engaging the Next Generation of Climate Champions: Growing the Climate in the Classroom School Program in Coastal NH Communities* and incorporated by reference. To accomplish the objectives above, project staff and partners will collaborate to develop a climate change curriculum, create and add new class activities for engaging both students and parents, and deliver and develop a teacher training program. We will build some flexibility into the program so it can also be adapted for use by high school teachers. UNH will complete the following activities:

TASKS	TIMEFRAME (MONTHS)
<b>Task 1. Develop Training Materials and Activities</b>	
1.1 Develop climate change curriculum for middle school teachers with flexibility for high school teachers to adapt for their use	1-2
1.2 Revise existing and develop additional climate-focused classroom activities to creatively engage both students and parents	1-5
1.3 Develop teacher training program for delivery at Teachers on the Estuary (TOTE)	3-5
1.4 Develop materials to support parent/family engagement in future climate actions	3-9
<b>Task 2. Deliver Training and Programming</b>	
2.1 Pilot expanded program and updated activities in Oyster River Middle School 5 <sup>th</sup> grade classes and evaluate/adjust program as needed. New class activities will be piloted with different classes (each class we work with will each pilot a different activity).	3-5
2.2 Deliver teacher training at TOTE and identify teachers in NH coastal zone schools willing to implement CITC in their classrooms	6
2.3 Train the Presentation Team in program delivery	7-8
2.4 Work with up to two additional area schools to conduct the Climate in the Classroom program and work with the school to implement the program	9-17
<b>Task 3. Semi-annual and final project reports</b>	
3.1 Write and submit 1 <sup>st</sup> semi-annual report	6
3.2 Write and submit 2 <sup>nd</sup> semi-annual report	12
3.3 Write and submit final report, with all supporting materials, including: -Teacher Training Toolkit – Materials developed for the TOTE training	18

-*Presentation Team Training Materials* – Materials developed for the presentation team training

-*Climate in the Classroom Toolkit for Teachers* – A physical binder with curricula and activity materials will be provided to the teachers who attend the TOTE training, and will be available electronically as well. We will make the files available online so that they can be updated over time, and so that we can track downloads for evaluation purposes.

**E. Deliverables Schedule:** Reports. Campus Director shall provide a first progress report summarizing activities through June 30, 2019, due no later than July 9, 2019. Campus Director shall provide a second progress report summarizing activities from July 1, 2019 through December 31, 2019, due no later than January 10, 2020. Campus Director shall provide a final report due on June 30, 2020 summarizing and documenting the results of the entire project.

**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, and shall document cumulative cost sharing through the end of the invoicing period. State will pay Campus within 30 days of receipt of each invoice. Campus will 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	\$ 8,322	\$ 0	\$ 8,332
2. Fringe Benefits	\$ 3,520	\$ 0	\$ 3,520
3. Travel	\$ 500	\$ 0	\$ 500
4. Supplies and Services	-	-	-
5. Other	\$ 7,500	\$12,500	\$20,000
6. Facilities and Admin.	\$ 5,158	\$ 0	\$ 5,158
Subtotals:	\$25,000	\$12,500	\$37,500

**G. Other**

Funding credit requirement on final work products and outreach materials: All final work products and outreach materials associated with the work for the items above shall include the NOAA, NHCP and NHDES logos. All work products and outreach materials shall state that "This project was funded, in part, by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the N.H. 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. 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).**

**Attachment B**  
**Grant Scoring Matrix**

	Dover	Great Bay Stewards	Rockingham Planning Commission	Seabrook Hamptons Estuary Alliance	Strafford Regional Planning Commiss	The Nature Conservancy	NH Sea Grant/UNH Coop Ext Dunes	UNH Ocean Engineering Foster	UNH Ocean Engineering Lippmann	UNH Coop Ext CITC	UNH Sponsored Research
Reviewer "A"	56	86	59	60	79	84	81	79	37	89	66
Reviewer "B"	63	86	66	76	85	91	80	80	73	81	82
Reviewer "C"	78	92	71	76	80	95	87	84	53	94	81
Reviewer "D"	66	88	55	78	74	95	93	62	63	87	65
Reviewer "E"	77	94	67	79	90	98	92	81	60	97	89
Reviewer "F"	86	98	84	85	80	92	94	87	52	99	70
<b>AVERAGE</b>	71.0	90.7	67.0	75.7	81.3	92.5	87.8	78.8	56.3	91.2	75.5
<b>RANK</b>	9	3	10	7	5	1	4	6	11	2	8

**Review Team Members:**

- Steve Couture, Coastal Program Administrator, 19 years of experience in environmental planning and grants management
- Rebecca Newhall, Northeast Regional Liason, NOAA Office for Coastal Management, 16 years of experience in grants management
- Chris Williams, Federal Consistency Coordinator, 19 years of regulatory and coastal management experience
- Kevin Lucey, Habitat Coordinator, 16 years of experience with environmental assessment, project management, and watershed restoration
- Kirsten Howard, Coastal Resilience Coordinator, 9 years coastal policy and management and resiliency experience
- Nathalie Morison, Coastal Resilience Specialist, 8 years coastal policy and management and resiliency experience