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New Hampshire
Department of Agriculture,
Markets & Food

Lorraine S. Merrill, Commissioner

April 13, 2016

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

Dear Governor Hassan and Honorable Council:

REQUESTED ACTION

Authorize the New Hampshire Department of Agriculture, Markets and Food, Division of Agricultural Development (DAMF) to enter into a grant with the University of New Hampshire Cooperative Extension (vendor code #177867), 51 College Rd., Rm 116, Durham, NH 03824 in the amount of \$46,515 to expand specialty crop grower's access to local weather data and agricultural pest and crop models, for the period from Governor and Council approval through September 29, 2018. 100% Federal Funds – Specialty Crop Block Grant.

Funding is available in account, SCBG, as follows with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified; pending FY 18 budget approval.

Funds are available as follows: 02-18-18-185010-28200000 Specialty Crop Block Grant, #15-SCBGP-NH-0044

| <u>ACCOUNT</u> | <u>FY 2016</u> | <u>FY2017</u> | <u>FY 2018</u> | <u>TOTAL</u> |
|--|----------------|---------------|----------------|--------------|
| 072-500577 Grants to schools – Federal | \$17,000 | \$26,000 | \$3,515 | \$46,515 |

EXPLANATION

The New Hampshire Department of Agriculture, Markets & Food (DAMF) received Specialty Crop Block Grant (SCBG) money from the United States Department of Agriculture to fund five specific projects. The projects were solicited through the RFP process and submitted for review by USDA, Agricultural Marketing Service as part of our state application. The proposal submitted by the University of New Hampshire Cooperative Extension was one of the projects accepted by USDA for funding as enumerated in the Cooperative Project Agreement.

Prior to this request the actual cumulative total of funds provided to University of New Hampshire is \$137,606.

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

Respectfully submitted,

Lorraine S. Merrill
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Agriculture, Markets & Food
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 Agriculture, Markets & Food**, (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 **09/29/18**. 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: Expanding specialty crop growers' access to local weather data and agricultural pest and crop models.

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: Gail McWilliam Jellie
Address: NH Dept. of Agriculture, Markets & Food
25 Capitol St., PO Box 2042
Concord, NH 03302
Phone: (603)271-3788

Campus Project Administrator

Name: Dianne Hall
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824
Phone: 603-862-1942

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: Gail McWilliam Jellie
Address: NH Dept. of Agriculture, Markets & Food
25 Capitol St., PO Box 2042
Concord, NH 03302
Phone: (603) 271-3788

Campus Project Director

Name: Dr. Cheryl Smith
Address: University of New Hampshire
Cooperative Extension
Spaulding Rm G38
Durham, NH 03824
Phone: 603-862-3841

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F. Total State funds in the amount of \$46,515 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. **15SCBGPNH0044** from **USDA, AMS** under CFDA# **10.170**. 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) **7** 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:

Changes to project (including, but not limited to, scope of work, budget, equipment purchase, rental, contractor rates, key personnel, etc.) Campus must obtain written approval from State. Some changes may also require approvals from the US Department of Agriculture, Agricultural Marketing Service.

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 Agriculture** 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:

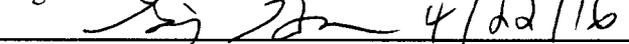
 2/3/16

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

Name: Brian B. Vanamure

Title: AAG

Signature and Date:

 4/22/16

**By An Authorized Official of:
Department of Agriculture**

Name: Lorraine S. Merrill

Title: Commissioner

Signature and Date:

 4-13-16

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

Name:

Title:

Signature and Date:

EXHIBIT A

- A. **Project Title:** Expanding specialty crop growers' access to local weather data and agricultural pest and crop models.
- B. **Project Period:** G&C approval - September 29, 2018
- C. **Objectives:** The grantee shall utilize awarded Specialty Crop Block Grant (SCBG) funds to expand NH specialty crop growers' access to environmental and weather data and real-time models that directly help them make informed decisions about crop pest management. This will be accomplished by expanding an existing multi-state network of weather data and decision-making tools known as the Network for Environment and Weather Applications (NEWA) (<http://newa.cornell.edu>) throughout NH. Weather stations will be implemented at strategic NH locations which will be monitored by UNH Cooperative Extension state and field specialists. Information will be disseminated through a website, educational workshops and Extension personnel.

Outcomes expected via detailed work plan provided:

- Current and future vegetable and fruit growers in NH will use NEWA to access weather data and agricultural forecasts to make Integrated Pest Management (IPM) decisions.
- UNH Cooperative Extension Food and Agriculture specialists will use NEWA to access weather data and agricultural forecasts to stay informed about potential pest and disease outbreaks and provide alerts and assistance to growers in their IPM decision-making process.

D. **Scope of Work:**

GOAL 1: Current and future vegetable and fruit growers in NH will use NEWA to access weather data and agricultural forecasts to make IPM decisions.

- Information about how to access and use the NEWA data will be presented in two to four workshops, at grower association meetings (NH Tree Fruit Growers' Association and NH Vegetable and Berry Growers' association) and in published newsletters. Pre- and post-workshop/meeting surveys will be used to assess learning outcomes at outreach events. TARGET: At least 120 growers will attend workshops, meetings and/or read newsletter articles about how to access and use NEWA data to manage pests and diseases, and at least 75% of the growers that attend will have a knowledge gain as a result of these meetings.

- A web page "NEWA in NH", covering how to access and use NEWA data, will be developed and linked from several UNH Extension sites, and access to this page will be tracked through standard web analytics. TARGET: Over the course of the project, we expect to see an increase of 50 NH growers annually that access the NEWA web interface repeatedly through the growing season.

- We will survey vegetable and fruit growers at the start and end of the project to determine the degree to which they are using existing weather data and agricultural models, through NEWA or another source. Surveys will be distributed through UNHCE electronic mailing lists and in person through farm visits and contacts at grower workshops. TARGET: At least 50 growers that were not, at the beginning of the project, using weather data and agricultural models to make IPM decisions will do so by the conclusion of the project.

GOAL 2: UNH Cooperative Extension Food and Agriculture specialists will use NEWA to access weather data and agricultural forecasts to stay informed about potential pest and disease outbreaks and provide alerts and assistance to growers in their IPM decision-making process.

- Information about how to access and use the NEWA data will be presented at two workshops. Pre- and post-workshop surveys will be used to assess learning outcomes. TARGET: At least 80% of UNH Cooperative Extension Food and Agriculture state specialists and field specialists with responsibility for providing recommendations for pest management will attend one workshop about how to access and use NEWA data to manage pests and diseases, and will have a knowledge gain as a result of these meetings.

PERFORMANCE MONITORING PLAN:

As described above, a combination of learning assessment at face-to-face meetings, web analytics to track website access, and traditional surveys will be used to measure growers’ access to and use of the project results.

Work Plan

| Project Activity | Who will do the work? | When will the activity be accomplished? |
|---|---|---|
| Pre-project survey | Smith | Spring-early Summer 2016 |
| Purchase weather stations | Smith | Summer 2016 |
| Purchase NH state membership to NEWA | Smith | Summer 2016 |
| Workshops to train Extension staff | Smith | Summer-Fall 2016 |
| Install weather stations in each county, provide hands-on instruction about station operation and any maintenance | Smith & county ext field specialists | Summer 2016 |
| Create ‘NEWA in NH’ website | Smith | Summer-Fall 2016 |
| Write outreach articles for NH IPM and Veg/Fruit newsletters | Smith, Eaton, B. Sideman | Summer-Fall2016 |
| Presentations at grower workshops, and association meetings on using NEWA to make IPM decisions | Smith, Eaton, Hamilton, Sideman | Fall 2016-Winter 2017 |
| Weather station maintenance | Smith, Hamilton, CE field specialists | Winter-Spring 2017 |
| Write outreach articles for NH IPM and Veg/Fruit newsletters | Smith, Eaton, Sideman | Summer-Fall 2017 |
| Weather station maintenance | Smith, Hamilton, plus extension field specialists | Winter-Spring 2018 |
| Post-project survey | Smith | Summer 2018 |

D. Deliverables Schedule: Reporting/Monitoring: Upon completion of the project, the Grantee shall submit a written report of the project outcomes per federal reporting guidelines for the SCBG program and following the SCBGP report template. For multi-year projects, two written progress reports per year are also required, one in June and one in December, following specific federal reporting guidelines. Grantee may be subject to monitoring site visits from the NH Department of Agriculture, Markets & Food, or the US Department of Agriculture.

F. Budget and Invoicing Instructions: The grant amount shall not exceed \$46,515. The Campus shall submit invoices based on the schedule below. on regular campus invoice forms accompanied by PI report detailing work completed. State will pay campus within 30 days of receipt of each invoice.

\$17,000 in April 2016
\$16,000 in July, 2016
\$7,000 in October, 2016
\$3,000 in February 2017
\$3,515 in January 2018

G. Acknowledgement:

Campus is not required to acknowledge USDA, AMS support through oral or written presentation; however, if the Campus chooses to add an acknowledgement of support, it must read as follows:

“This publication (or project) was supported by the U.S. Department of Agriculture’s (USDA) Agricultural Marketing Service through grant [Insert Agreement Number]. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the USDA.”

Note that USDA symbols or logos are only intended for the official use of the USDA. They are expressly excluded from use to imply endorsement of a commercial product or service. The symbol or logo may not be used by anyone outside of USDA without permission.

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

All project work shall be managed by the grantee who shall be responsible for all project development and oversight, per the terms of the grant application approved by USDA. This includes adhering to applicable federal grant uniform administrative requirements as specified in the Code of Federal Regulations as follows:

- Grant funds awarded to state, local, and Tribal governments; public and private colleges and universities; and non-profit organizations are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in 2 CFR part 200 and 2 CFR part 400.
- Recipients are responsible for the consistent application of the Federal regulations to the SCBGP grant funds. Recipients are responsible for ensuring their contractors/consultants comply with the Federal regulations.
- The CFR is accessible on the National Archives and Records Administration website and in the Electronic Code of Federal Regulations at www.ecfr.gov.

Records: Record retention and accessibility is governed by 2 CFR 200.333 and 200.337.

Recipient must retain financial records, project records, and supporting documents for a period of three years from the date the Grant Agreement is closed or until final resolution of any litigation related to the grant.

State, local, and tribal governments, non-profit organizations, and institutions of higher education that expend more than \$750,000 annually in Federal awards must comply with the single audit requirements contained in 2 CFR 200 Subpart F, and are required to submit a copy of the single audit report to OGA.

Allowable/Unallowable Cost: A cost is unallowable if it does not comply with applicable cost principles, program requirements, or other terms and conditions of the Grant Agreement. A cost is also unallowable if it does not solely benefit specialty crops, is not contained in the approved scope of work, or is not necessary and reasonable to advance the work of the project. Unallowable costs will not be reimbursed.

Program Income: Program income that is earned from activities supported by or as a result of the grant must be reinvested into the project, and must be expended on allowable project costs that solely enhance the competitiveness of specialty crops. It is unallowable to expend program income on unallowable costs.

Program income information is reported on the progress and final reports and includes the nature or source of the program income (e.g., registration fees), the amount, and a description of how the program

income will be used to solely enhance the competitiveness of specialty crops. The amount of program income is reported on the invoices as well as in the progress and final reports.

Equipment Purchase: The purchase of special use equipment is allowed with pre-approval and if it meets specific criteria related to the project. Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR part 200.313 as applicable.

Travel costs: Travel costs are allowed when travel costs are limited to those allowed by formal organizational policy; in the case of air travel, the lowest reasonable commercial airfares must be used.

Grantees who do not have formal travel policies and for-profit subrecipients' allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. If a grantee organization has no formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs.

2015 New Hampshire Specialty Crop Block Grant Projects Approved for Funding from USDA

-Expanding Specialty Crop Growers Access to Local Weather data and Agricultural Pest and Crop Models
UNH Cooperative Extension

\$46,515

-Plant Something New Hampshire (local plant promotion program)

NH Plant Growers Association

\$50,000

-Upper Valley Buy Local Campaign for New Hampshire Specialty Crop Producers

Vital Communities

\$23,073

-NH Harvest of the Month (promoting the purchase of NH fruits and vegetables for school meals)

Cheshire County Conservation District

\$44,412

-Buy New Hampshire Specialty Crops Television/Internet Advertising Campaign in Partnership with NH

Division of Travel & Tourism Development

NH Dept. of Agriculture, Markets & Food

\$80,375.77