



# New Hampshire Fish and Game Department

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Glenn Normandeau  
Executive Director

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YOR

May 1, 2017

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

## REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department (NHFG) to enter into a Sole Source Cooperative Project Agreement with the University of New Hampshire (UNH), vendor code 177867, for the purpose of creating the NH Rabbits Reports website in the amount of \$7,640.00, effective upon Governor and Council approval through August 31, 2017. Funding is 100% Other (Wildlife Heritage Foundation Funds).

Funding is available for this service and will be expended as follows.

03 75 75 750020 80490000 Fish and Game Commission-Wildlife Heritage Foundation

20-07500-80490000-020-500252 – Current Expense	<u>FY 2017</u>
	\$7,640.00

## EXPLANATION

The Wildlife Heritage Foundation of New Hampshire was established to enhance through private financial support the critical conservation programs of Fish and Game. As a New Hampshire nonprofit corporation, recognized as a 501(c)(3) public charity by the Internal Revenue Service, the Foundation was designated as an official nonprofit partner of the Department by the Fish and Game Commission under authority granted through RSA 206:33-c at their August 20, 2008 meeting.

The New Hampshire Fish & Game Department (NHFG) requests to enter into a sole-source cooperative project agreement with the University of New Hampshire (UNH) to complete the NH Rabbit Reports website. NHFG's nongame and endangered wildlife program and UNH were awarded a Wildlife Heritage Foundation Grant for this project. This agreement is offered sole source to UNH because they are a long-standing partner with NHFG in the recovery of the state endangered New England cottontail. UNH also has the expertise with public outreach and volunteer coordination needed to complete the project.

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Page 2

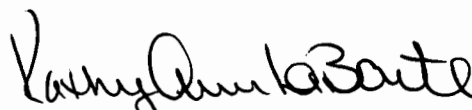
The website is being created to facilitate communication with the public regarding rabbit species in New Hampshire and to collect data on the location of the species. There are two species of rabbit in New Hampshire, the Eastern cottontail and the New England cottontail; there is also the larger snowshoe hare that inhabits the state. Eastern cottontail is not native to New Hampshire; the New England cottontail has been dwindling in numbers over the last several decades and is currently listed as a state-endangered species. Currently, NH Fish and Game coordinates a comprehensive effort to survey for the presence of New England cottontail rabbits within recovery focus areas; however, less is known about the distribution and relative abundance of eastern cottontails. In some areas in the state, eastern cottontails have replaced New England cottontails as the primary rabbit species. Understanding the relationship between the distributions of the two species is important in order to make informed decisions about where habitat management will be most effective for the recovery of the New England cottontail. This project will also serve as a useful community education tool on the ecology, habitat requirements and conservation of New England cottontail, as state endangered species.

The project fulfills the Department's mission to work in partnership with the public to conserve, manage, and protect wildlife resources; inform and educate the public, and provide the public opportunity to use and appreciate the resource. It works to meet various goals and objectives of the department including: a healthy population of New England cottontail, education and outreach to improve the public's capacity to avoid and/or manage wildlife conflicts, provide understanding to the public to support and take action, and increase opportunities for volunteers to participate in Department activities.

Respectfully submitted,



Glenn Normandeau  
Executive Director



Kathy Ann LaBonte  
Chief, Business Division

**COOPERATIVE PROJECT AGREEMENT**

between the

STATE OF NEW HAMPSHIRE, **FISH AND GAME DEPARTMENT**

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, **Fish and Game Department**, (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 **8/31/17**. 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: **NH Rabbits Reports Website**

- 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: Kathy Ann LaBonte  
 Address: NH Fish and Game Dept  
11 Hazen Drive  
Concord, NH 03301

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Phone: 603-271-2741

**Campus Project Administrator**

Name: Cheryl Moore  
 Address: 51 College Road  
Service Building  
Durham, NH 03824-3585  
cheryl.moore@unh.edu

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Phone: 603 862-1992

- 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: John Kanter  
 Address: NH Fish and Game Dept  
11 Hazen Drive  
Concord, NH 03301

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Phone: 603-271-2461

**Campus Project Director**

Name: Haley Andreozzi  
 Address: UNH Cooperative Extension  
Taylor Hall  
Durham, NH 03824-3585  
haley.andreozzi@unh.edu

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Phone: 603 862-5327

F. Total State funds in the amount of \$ \_\_\_\_\_ 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, **Fish and Game Department** have executed this Project Agreement.

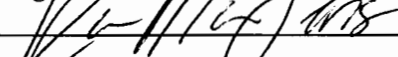
**By An Authorized Official of:**

**University of New Hampshire**

Name: Karen M. Jensen

Title: Manager, Research Administration

Signature and Date:

 4/25/17

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

Name: Christopher Aslin

Title: Assistant Attorney General Dept. of Justice

Signature and Date:

 5/12/17

**By An Authorized Official of:**

State of NH Fish & Game Dept.

Name: Glenn Normandeau

Title: Executive Director

Signature and Date:

 5/11/2017

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

Name:

Title:

Signature and Date:

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**EXHIBIT A**

- A. Project Title:** H Rabbit Reports Website
- B. Project Period:** August 1, 2016 - July 31, 2017
- C. Objectives:** NH Rabbit Reports, developed through a partnership between UNH Cooperative Extension and NH Fish and Game Department, is a citizen science project that asks participants to collect data and report sightings of rabbit species in New Hampshire. The reporting website will be used to facilitate communication with the public regarding rabbit species in New Hampshire and to collect data on the location of the species. NH Rabbit Reports has three main goals: (1) to contribute to and inform rabbit research in New Hampshire, specifically the distribution of eastern cottontail rabbits, (2) to inform the geographic areas important for future volunteer trainings and survey efforts, and (3) as a tool for community education on the ecology, habitat requirements, and conservation of the state-endangered New England cottontail.
- D. Scope of Work:** Staff from UNH Cooperative Extension and NH Fish & Game sought out funding to work with UNH Web and Mobile Development to design and operate a web-based reporting system that allows participants to enter information related to their rabbit sighting. This information includes, but is not limited to, date, time, location, habitat description, behavioral observations, and their personal information. The reporting system will also allow participants to upload a photograph, and will be mobile-friendly. The site will be hosted by the University of New Hampshire. The website will reduce the response effort for biologists responding to calls, especially during the breeding season, and provide a passive learning environment for the public.
- E. Deliverables Schedule:** Project proposals and initial conversations regarding the website began in late 2016, with the custom design, website development, and publication targeted to be complete by June 2017.
- 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. 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	(if required)	Total
1. Salaries & Wages	0	0		0
2. Employee Fringe Benefits	0	0		0
3. Travel	0	0		0
4. Supplies and Services	7,640	0		7,640
5. Equipment	0	0		0
6. Facilities & Admin Costs	0	0		0
 Subtotals	 7,640	 0		 7,640
 In Kind Contribution		 0		 0
 Total Project Costs:				 7,640

## 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 .