

New Hampshire

Department of Agriculture,
Markets & Food

August 13, 2013

Lorraine S. Merrill, Commissioner

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Executive Council
State House
Concord, NH 03301

*Sole Source
Retroactive*

REQUESTED ACTION

Authorize the New Hampshire Department of Agriculture, Markets & Food, Division of Plant Industry (DAMF) to retroactively enter into a sole source agreement in the amount of \$29,500, to conduct public outreach to industries, stakeholders, decision makers and the general public about emerald ash borer, Asian longhorned beetle and other invasive forest insects of interest, with the University of New Hampshire (VC#177867 B046), 51 College Road, Durham, NH 03824 for the period September 1, 2013 through August 30, 2014. 100% Federal Funds.

Funding is available in account, Forest Pest Outreach & Survey, as follows with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

These Federal Funds are budgeted as follows:

02-18-18-184010-604400000 FOREST PEST OUTREACH & SURVEY.

<u>ACCOUNT</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>TOTAL</u>
60440000-020-500803	\$23,600	\$5,900	\$29,500

EXPLANATION

The request is retroactive because there was a delay in processing the paperwork due to the time demands associated with the initial response to the emerald ash borer detection in Concord.

The NH Department of Agriculture, Markets & Food (DAMF) Division of Plant Industry wishes to enter into a sole source agreement with University of New Hampshire (UNH) to conduct a working relationship for the Forest Pest Outreach program. This sole source request for UNH contributes to the quality and continuity of this program. Agriculture has partnered with UNH on a continuing basis because they have provided ongoing support and services to maintain the integrity of the program, including training to professional and volunteer groups, as well as maintenance of associated websites. This program includes outreach to the industries that play a key role in limiting the spread of these insects, working with communities to develop EAB action plans, communication with stakeholders, decision makers and the general public. This program is funded through the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Farm Bill 10201 funds.

In the event that 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 **8/30/14**. 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: **Forest Pest Outreach FY2013**

- 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: Chris Rallis
 Address: State of New Hampshire
 Dept. of Agriculture, Markets & Foods
 29 Hazen Dr.
 Concord, NH 03301
 Phone: 603-271-3691

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: Piera Siegert
 Address: State of New Hampshire
 Dept. of Agriculture, Markests & Food
 29 Hazen Dr.
 Concord, NH 03301
 Phone: 603-271-2561

Campus Project Director

Name: Karen Bennett
 Address: Extension Forestry Professor
 UNH Cooperative Extension
 212 Nesmith Hall
 Durham, NH 03824
 Phone: 603-862-4861

F. Total State funds in the amount of \$29,500 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. 13-8233-0663-CA from the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) under CFDA# 10-025. 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 Agriculture, Markets & Food 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: [Signature] 8/16/13

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

Name: Michael K. Brown

Title: Gen. Assisnt. Atty General

Signature and Date: [Signature] 8/16/13

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

Name: Lorraine S. Merrill

Title: Commissioner

Signature and Date: [Signature] 8-13-13

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** Forest Pest Outreach FY2013
- B. Project Period:** September 1, 2013 through August 30, 2014
- C. Objectives:** Campus will collaborate with the State, and other partners to assist in the coordinated Forest Pest Outreach Project (FPOP) with the goal of public education and pest detection (of Asian longhorned beetle, emerald ash borer, brown spruce longhorned beetle, hemlock woolly adelgid and elongate hemlock scale) by an informed public and a trained network of professionals and volunteers.
- D. Scope of Work:** Continuing programs:
- Implement workshops, seminars and training programs that target local communities, environmental organizations, growers, the tree care industry, utility companies, educators, field workers, master gardeners, conservation commissions, people who work in and around warehouse and storage facilities, nursery and garden centers, sawmills and other vulnerable point of pest introduction. These programs will focus on at-risk commodities and activities, detection and reporting of forest pests and diseases.
 - Assist with statewide public information and education efforts to targeted groups including: Master Gardeners, Coverts Volunteers, Natural Resource Stewards, licensed foresters, professional loggers, people who work in and around warehouse and storage facilities, nursery and garden centers, sawmills and other vulnerable points of pest introduction. Targeted information will be delivered to these groups in the form of e-news, use of social media like facebook and twitter, direct mailings, and presentations by university, state and federal employees at industry and cooperator meetings. Campus will continue to use its established networks to update and educate these targeted groups on the current status, detection, and threats posed by these invasive forest pests.
 - Update and improve the www.nhbugs.org website as new information regarding Asian longhorned beetle (ALB) and emerald ash borer (EAB) becomes available. Continue to integrate the volunteer email alert system so that changes made to the website regarding new information are immediately sent to the volunteers in order to keep them engaged. During key weeks, such as Awareness Weeks and during the projected adult flight periods, emails will be sent to this list to remind volunteers of the signs and symptoms associated with ALB and EAB and to encourage them to survey for these pests.
 - Further develop electronic lists of citizen volunteers and workshop participants for contact purposes for present and future pest detection communications and requests for assistance. Participants on the list will be contacted periodically to: remind them of the signs and symptoms associated with ALB and EAB, encourage them to select a site to survey and report results to the NH FPOSP project coordinator, to engage their communities in discussions about invasive forest pests, and to encourage their participation in outreach events.
 - Distribute informational materials at public events during the year, and assist in publicizing NH FPOP events, including educational meetings and pest surveys using the UNH Cooperative Extension website, www.nhbugs.org, county flyers, and mass and social media.
 - Assist with beetle identification through the UNH Arthropod Identification program. Suspected ALB and EAB specimens will be sent to the State for further verification.
 - Participate in the promotion of National Invasive Species Awareness Week, traditionally the first week of March through newsreleases and social media.

New Programs:

- Identify at least one or more communities in the state at-risk from invasive forest pests. Initial communities targeted include Lebanon and Loudon. Work with city planners to determine the risk to their resources posed by various forest pests. Determine outreach activities to their residents. Assist with the development of a management strategy in the event of the detection of an invasive forest insect.
- Campus will work with its cooperators to build on the volunteer education programs. Campus will develop new outreach tools, such as scripted slide shows, which will be available to volunteer trainers (Coverts, Master Gardeners, and Natural Resource Volunteers) for their forest pest detection outreach efforts with the public. Scripted slide shows will also be narrated and available on-line at www.nhbugs.org

Data to be collected and maintained:

- For volunteer education sessions collected data will include the dates, locations, organizations (if applicable) and the number of people trained.
- For education sessions lead by trained volunteers, data will include the dates, locations, organizations (if applicable) and the number of people participating
- A list of outreach activities, who staffed or otherwise ran the event (i.e., cooperator staff, trained volunteers, contracted staff, etc) and realistic number of targeted audience participants will be maintained through the duration of activities.
- An electronic list of citizen volunteers will be used by the cooperator to communicate now and in the future on forest pests.
- Numbers of social media pushes will be recorded.
- Numbers of visits to www.nhbugs.org per quarter will be recorded, as will numbers of uploaded photos of suspect insects; also numbers of telephone calls reporting ALB, EAB and other forest insect pests, dropped-off specimens and emails will be reported.
- Numbers of meetings with municipal officials and progress on developing a response plan will be recorded.

Milestones:

November 1, 2013

- Tabletop displays reviewed and updated
- Coverts Volunteers general training completed
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

January 1, 2014

- Powerpoint developed and field tested and posted to the web. Training delivered for volunteers
- Master Gardeners and Natural Resources Volunteers general training completed
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

April 1, 2014

- Volunteer presentations begin including evaluation
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

July 1, 2014

- Volunteer presentations continue including evaluation
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

Evaluation:

Metrics collected & evaluation of programs:

- For each outreach event conducted: the group, number of attendees, location, and topics covered will be reported. Email addresses or other preferred contact information will be collected from attendees during the registration process. Campus will develop a survey, either traditional or using electronic survey development and management tools (<https://itsupport.unh.edu/qualtrics/>) to assess some of the event's efficacy. Survey results will be used to evaluate attendee engagement with the presentation, likelihood of future participation in events, comprehension of presented material, and an assessment of the presenter.
- Use of the scripted PowerPoint presentation will be analyzed to determine if this is a cost-effective way to reach a greater audience. Presenters who use the PowerPoint as part of their outreach efforts will be asked to record the group, number of attendees, and geographic location for each presentation. The number of viewings of the PowerPoint on the website will be recorded either through a hit box or use of on-line usage statistics.
- A log will be maintained of the requests for identifications of suspect ALB/EAB specimens. Submitters will be encouraged to register to receive e-mail alerts through the voluntary email alert registration system associated with the www.nhbugs.org website.

E. Deliverables Schedule: Campus Project Director shall submit a final narrative report no more than 30 days after the end of the 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. 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	16,036	0	16,036
2. Employee Fringe Benefits	7,377	0	7,377
3. Travel	0	0	0
4. Supplies and Services	0	0	0
5. Equipment	0	0	0
6. Facilities & Admin Costs	6,087		6,087
Subtotals	29,500	0	29,500
Total Project Costs:		29,500	

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 .