



The State of New Hampshire 4941816 4-10-10 095
DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner



May 9, 2016

Her Excellency, Governor Margaret Wood Hassan
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 \$56,511 to establish a volunteer beach profile monitoring program for New Hampshire's ocean beaches, effective upon approval of Governor and Council through June 30, 2017. The funding source is 100% Federal Funds.

Funding is available in the account as follows.

03-44-44-442010-3642-072-500573 FY 2017
\$56,511
Dept. Environmental Services, Coastal Zone Management, Grants – Federal

EXPLANATION

The New Hampshire Volunteer Beach Profile Monitoring Program will bring together experts from New Hampshire Sea Grant/UNH Cooperative Extension and the UNH Center for Coastal and Ocean Mapping 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. 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 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.

The total projected cost for the project is \$56,511. A budget breakdown is provided in Attachment A. 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.


Thomas S. Burack, 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 **6/30/17**. 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: 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
Dept. of Environmental Services
222 International Drive, Suite 175
Portsmouth, NH 03801
 Phone: 559-0025

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: Steven Couture
 Address: New Hampshire Coastal Program
Dept. 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
New Hampshire Sea Grant
122 Mast Road
Lee, NH 03861
 Phone: 862-6709

F. Total State funds in the amount of **\$56,511** 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. **NA16NOS4190111** 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: [Signature] 4/20/16

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

Name: Thomas S. Burack

Title: Commissioner

Signature and Date: [Signature] 5/5/2016

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

Name: Lauren Noether As to form contact [unclear]

Title: Jr. Assistant Attorney General

Signature and Date: [Signature] 5/16/16

**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, 2016 through June 30, 2017

C. Objectives: The goal of the proposed project is to establish a New Hampshire Volunteer Beach Profile Monitoring Program. 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:

- Establish beach profile monitoring sites;
- Develop a beach profiling methodology and equipment;
- Develop a plan to recruit and train volunteers;
- Develop a website that describes the project and links to resources; and
- Conduct meetings and outreach.

D. Scope of Work:

1. Establish Beach Profile Monitoring Sites. Based on work done and experience gained by Campus research on New Hampshire's ocean beaches, determine which beaches to monitor, how many profile locations to establish on each beach, and the frequency (e.g., monthly, seasonally, or pre/post-storm) of beach monitoring. Subsequently, obtain permission and establish monuments (markers and sight lines) for the profile locations. This includes variable designs of monuments for different beach environments (e.g., beaches backed by dunes vs. beaches backed by seawalls). Prior to conducting any work enabled by this agreement on lands managed by the New Hampshire Department of Resources and Economic Development (DRED) – Division of Parks and Recreation, Campus shall obtain a valid Research License from DRED.
2. Develop Beach Profiling Methodology and Equipment. Based on work done and experienced gained by Campus research on the New Hampshire's ocean beaches, and a review of the Maine Sea Grant/Cooperative Extension volunteer beach profile monitoring program, develop a volunteer beach profiling methodology for New Hampshire and purchase and construct profiling equipment.
3. Develop Plan to Recruit and Train Volunteers. Based on experience gained from earlier volunteer based programs conducted by Campus, develop and initiate a strategy to recruit volunteers from local communities as well as the New Hampshire Sea Grant/UNH Cooperative Extension Coastal Research Volunteer (CRV) program. In addition, advertise the Beach Profile Monitoring Program through outlets such as the CRV monthly e-newsletter, The Stewardship Network New England calendar, as well as via New Hampshire Department of Environmental Services outreach resources. Provide volunteer training to introduce the project team, discuss the goals of the project, and train volunteers in project methodology. Develop reference materials (e.g., volunteer recruiting flyer, methods manual, data sheets).

4. Meetings and Outreach. Prior to engaging volunteers, hold planning meetings with the project team (e.g., Campus, New Hampshire Geological Survey, New Hampshire Coastal Program, National Weather Service) to develop methodologies. Initiate planning conversations with relevant coastal towns. Obtain compliance for access and parking with necessary towns and state agencies. Subsequently, identify and contact potential stakeholders (e.g., oceanfront property owners, volunteers, beach users, municipal, state and federal officials) and initiate recruiting efforts. This effort will be done throughout the project and beyond the present year depending on the continuation of funding. The plan is to initiate the recruiting effort on a smaller scale in the first year and develop the infrastructure and best practices to use in subsequent funding cycles.

5. Data Entry/Management Review and Web Site Development. Work with the New Hampshire Geological Survey (NHGS) to assess methods for data recording and entry into central archive. Develop a New Hampshire Volunteer Beach Profile Monitoring Program web site (housed at New Hampshire Sea Grant) that describes the project and links to the beach profile data (housed at NHGS), as well as to other relevant resources.

E. Deliverables Schedule: Reports: Campus Project Director shall provide one semi-annual progress report summarizing work to date and a final report documenting the results of the project. The semi-annual report shall cover the period of the project start date through December 31, 2016 and shall be due January 13, 2017. The final report shall include a final budget summary and shall be due by June 30, 2017.

F. Budget and Invoicing Instructions: Campus shall submit invoices to State on regular 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 cost 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 will 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	32,512	-	32,512
2. Employee Fringe Benefits	6,338	-	6,338
3. Travel	1,000	-	1,000
4. Supplies and Services	5,000	-	5,000
5. Equipment	0	-	0
6. Facilities & Admin Costs	11,661	-	11,661
Subtotals	56,511	-	56,511
Total Project Costs:			56,511

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 DES 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. .**

**Attachment A
Budget Estimate**

Budget Item	State Funding	Match	Total
Salaries & Wages	\$32,512.00	\$0.00	\$32,512.00
Employee Fringe Benefits	\$6,338.00	\$0.00	\$6,338.00
Travel	\$1,000.00	\$0.00	\$1,000.00
Supplies	\$5,000.00	\$0.00	\$5,000.00
Equipment	\$0.00	\$0.00	\$0.00
Facilities and Administrative Costs	\$11,661.00	\$0.00	\$11,661.00
Subtotals	\$56,511.00	\$0.00	\$56,511.00
In-Kind Contribution			\$0.00
Total Project Cost			\$56,511.00