



The State of New Hampshire  
**Department of Environmental Services**

**Clark B. Freise, Assistant Commissioner**



May 25, 2017

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire (UNH), Sponsored Programs Administration (VC #177867-B046) (UNH), Durham, NH, in the amount of \$49,363 to continue to develop a volunteer beach profile monitoring program for New Hampshire's ocean beaches, effective as of July 1, 2017 through June 30, 2018, upon Governor and Council approval. Funding is 100% Federal Funds.

Funding is available in the account as follows. Funding for FY 2018 is contingent upon continuing appropriation and availability of funds.

	<u>FY 2018</u>
03-44-44-442010-3642-072-500573	\$49,363
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 continue 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

His Excellency, Governor Christopher T. Sununu

And the Honorable Council

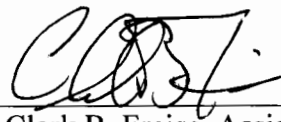
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experienced erosion during the time period captured by the LiDAR surveys. However, because significant changes to beach geomorphology can occur at time scales that are much shorter (e.g., days, weeks, months) than those used in the NHGS analysis, more 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 \$49,363. 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.

A handwritten signature in black ink, appearing to read 'CBF', is written above a horizontal line.

Clark B. Freise, Assistant 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 **6/30/18**. 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: **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  
Department of Environmental Services  
222 International Drive, Suite 175  
Portsmouth, NH 03801  
Phone: 559-0025

**Campus Project Administrator**

Name: Cheryl Moore  
Address: University of New Hampshire  
Sponsored Programs Administration  
Service Building/51 College Road  
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: Steven Couture  
Address: New Hampshire Coastal Program  
Department 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  
Cooperative Extension/NH Sea Grant  
122 Mast Road  
Lee, NH 03861  
Phone: 862-6709

F. Total State funds in the amount of **\$49,363** 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. **NA17NOS4190040** 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.

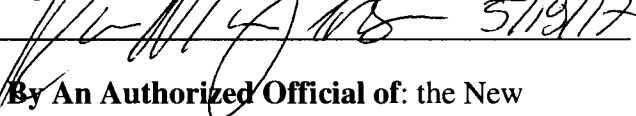
**By An Authorized Official of:**

**University of New Hampshire**

Name: Karen M. Jensen

Title: Manager, Sponsored Programs Administration

Signature and Date:

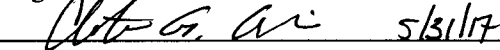
 5/19/17

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

Name: Christopher G. Astin

Title: Assistant Attorney General

Signature and Date:

 5/18/17

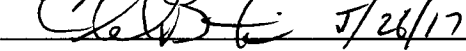
**By An Authorized Official of:**

**Department of Environmental Services**

Name: 

Title:  Commissioner

Signature and Date:

 5/26/17

**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, 2017 through June 30, 2018

**C. Objectives:** The goal of the proposed project is to continue to develop and advance the New Hampshire Volunteer Beach Profile Monitoring Program (VBPMP). 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:

- Expand volunteer recruiting and training efforts;
- Meet with municipal and state decision makers;
- Coordinate volunteer field work;
- Perform quality control of the VBPMP;
- Maintain VBPMP equipment and stations;
- Maintain VBPMP page on the New Hampshire Sea Grant web site;
- Assist with data processing and archiving; and
- Oversee the analysis and interpretation of data.

**D. Scope of Work:**

1. **Expand Volunteer Recruiting and Training Efforts.** As the VBPMP grows in geographic scope expand volunteer recruiting and training efforts as necessary. Based on experience gained from year-one pilot program efforts, continue strategies to recruit volunteers from local communities as well as the New Hampshire Sea Grant/UNH Cooperative Extension Coastal Research Volunteer (CRV) program. Continue to 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. Continue volunteer training efforts to introduce the project team, discuss the goals of the project, and train volunteers in project methodology. As new volunteers are recruited to the VBPMP training sessions will be held as needed.

2. **Meet with Municipal and State Decision Makers.** As the VBPMP grows it will be necessary to inform decision makers from New Hampshire's Atlantic coast municipalities as well as the New Hampshire Department of Resources and Economic Development about the VBPMP and the importance of developing a long-term database of beach change. In addition, geographic expansion of the VBPMP into Seabrook, NH, which is home to federally-threatened piping plovers, will require coordination with the New Hampshire Fish and Game Department and the U.S. Fish and Wildlife Service.

3. **Coordinate Volunteer Field Work.** Coordinate monthly and pre-and-post storm profiling dates and times with volunteer groups to ensure consistency among groups.

4. **Perform quality control of the VBPMP.** Conduct periodic field visits to observe and advise volunteers to ensure consistency in data collection efforts.

5. **Maintain profiling equipment and stations.** Perform periodic maintenance and repair of profiling equipment and stations as necessary.

6. Maintain the VBPMMP page on New Hampshire Sea Grant web site. As the VBPMMP grows, periodic updates of the VBPMMP page on the New Hampshire Sea Grant web site will be required to reflect newly processed beach profiles and additional information about the VBPMMP.

7. Assist with data processing and archiving. Assist the New Hampshire Geological Survey (NHGS) with developing the mechanism to record and submit field data to the data management system.

8. Oversee the analysis and interpretation of profile data. Analyze profile data processed by the NHGS for short and long-term trends in erosion and accretion. Interpret processed data and develop reports or fact sheets to inform volunteers, the NHCP and other state agencies, or relevant stakeholders.

**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 July 1, 2017 through December 31, 2017 and shall be due January 12, 2018. The final report shall include a final budget summary and shall be due by June 29, 2018.

**F. Budget and Invoicing Instructions:** Campus shall submit invoices to State on standard 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 budget 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 shall 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	\$28,226	\$ -	\$28,226
2. Fringe Benefits	\$ 8,970	-	\$ 8,970
3. Travel	\$ 981	-	\$ 981
4. Supplies and Services	\$ 1,000	-	\$ 1,000
5. Other (IT support)		-	
6. Facilities and Admin.	\$10,186	-	\$10,186
Subtotals:	\$49,363	\$ -	\$49,363

Total Project Costs: \$49,363

**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 NHDES 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:  Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.

**Attachment A  
Budget Estimate**

<b>Budget Item</b>	<b>State Funding</b>	<b>Match</b>	<b>Total</b>
Salaries & Wages	\$28,226	\$0	\$28,226
Employee Fringe Benefits	\$8,970	\$0	\$8,970
Travel	\$981	\$0	\$981
Supplies	\$1,000	\$0	\$1,000
Equipment	\$0	\$0	\$0
Facilities and Administrative Costs	\$10,186	\$0	\$10,186
<b>Subtotals</b>	<b>\$49,363</b>	<b>\$0</b>	<b>\$49,363</b>
In-Kind Contribution			\$0
<b>Total Project Cost</b>			<b>\$49,363</b>