



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**

39 - SEM

**Robert R. Scott, Commissioner**

October 31, 2017

His Excellency, Governor Christopher T. Sununu  
And The Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Environmental Services to enter into a **SOLE SOURCE** cooperative project agreement with the University of New Hampshire (UNH), Sponsored Programs Administration (VC #177867-B046), Durham, NH, in the amount of \$13,475 for the UNH Technology Transfer (T<sup>2</sup>) Center to establish a geodatabase and web map for tidal crossing assessments as part of the Statewide Asset Data Exchange System (SADES), effective upon approval of Governor and Council through March 31, 2019. 100% Federal Funds.

Funding is available in the account as follows:

	<u>FY 2018</u>
03-44-44-442010-3642-72-500573	\$13,475
Dept. of Environmental Services, Coastal Zone Management, Grants - Federal	

**EXPLANATION**

This agreement is **SOLE SOURCE** because UNH Technology Transfer Center (T<sup>2</sup>) is responsible for managing the NH Statewide Asset Data Exchange System (SADES) statewide geodatabase and web mapping service where tidal crossing data will be uploaded upon implementation of the New Hampshire Tidal Stream Crossing Assessment Protocol (Tidal Protocol). SADES establishes a primary transportation inventory of assets including a maintainable condition assessment process for many state and local agencies. Infrastructure data uploaded to SADES undergoes a rigorous quality assurance and control (QA/QC) process that ensures consistency in data collection and reduces incorrect assessment due to errors made in the field. SADES is a proprietary product that is managed through the UNH T<sup>2</sup> Center, and as such, is the only entity positioned to perform the scope of work specified in this agreement.

This agreement is part of a larger project being funded through a grant from the National Oceanic and Atmospheric Administration's (NOAA) Projects of Special Merit, entitled: "Resilient Crossings for Coastal NH: Prioritizing Tidal Crossing Replacement for Community and Ecosystem Resilience." The "Resilient Tidal Crossings" grant enables NHDES to work with The Nature Conservancy (TNC), UNH Technology Transfer Center (T<sup>2</sup>), and UNH GRANIT to implement the Tidal Protocol at all of the ±120 tidal crossings in New Hampshire. Developed by TNC and NHDES, the Tidal Protocol is designed to identify high priority tidal crossing replacement/restoration projects based on a selection of ecosystem, hazard mitigation, and climate resiliency evaluation criteria. Implementation of the Tidal Protocol and dissemination of results via the NH

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Coastal Viewer and the Statewide Asset Data Exchange System (SADES) will contribute to the strategic replacement of tidal crossing infrastructure and improved asset management.

The purpose of this agreement is to enable UNH T<sup>2</sup> to support implementation of the “Resilient Tidal Crossings” grant by performing the following tasks, as described in greater detail in Exhibit A of the cooperative project agreement:

- Develop a file geodatabase and associated domains and publish to ArcGIS online as a hosted feature service.
- Setup web mapping service for field data collection through SADES application.
- Assist Project Team with training field personnel on SADES applications and procedures.
- Participate with Project Team to implement quality control procedures for field data collection.
- Assist TNC with accessing data from SADES to enable analysis.
- Upload tidal crossing information to SADES.
- Participate in kick-off and semi-annual project status meetings.
- Submit Performance Progress Reports for project activities.

Total project costs are \$13,475. In the event that Federal funds become no longer available, General funds will not be requested to support the project. This grant award, while less than the \$25,000 threshold, requires G&C approval as UNH has already received funds in excess of the threshold for this fiscal year.

This agreement has been approved as to form, substance, and execution by the Office of the Attorney General.

We respectfully request your approval.

  
\_\_\_\_\_  
Robert R. Scott, 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 **3/31/19**. 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: **Resilient Crossings for Coastal NH: Prioritizing Tidal Crossing Replacement for Community and Ecosystem Resilience**

- 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: Nathalie Morison  
 Address: NH Coastal Program  
Dept. of Environmental Services  
222 International Drive, Suite 175  
Portsmouth, NH 03801  
 Phone: (603) 559-0029

**Campus Project Administrator**

Name: Karen M. Rooney  
 Address: University of New Hampshire  
Sponsored Programs Administration  
Service Bldg, Rm 115A / 51 College Rd  
Durham, NH 03824  
 Phone: (603) 862-5412

- 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: Kevin Lucey  
 Address: NH Coastal Program  
Dept. of Environmental Services  
222 International Drive, Suite 175  
Portsmouth, NH 03801  
 Phone: (603) 559-0026

**Campus Project Director**

Name: Robert Henry  
 Address: University of New Hampshire  
Technology Transfer Center  
33 Academic Way  
Durham, NH 03824  
 Phone: 862-4447

Campus Authorized Official KJ  
Date 9/29/17

F. Total State funds in the amount of **\$13,475** 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. **NA17NOS4190168** 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, Manager  
Title: Sponsored Programs Administration  
Signature and Date: [Signature] 9/29/17

**By An Authorized Official of:**  
**Department of Environmental Services**  
Name: Robert R. Scott  
Title: Commissioner  
Signature and Date: [Signature] 10/25/17

**By An Authorized Official of:** the New Hampshire Office of the Attorney General  
Name: Gordon Landrigan  
Title: Attorney  
Signature and Date: [Signature] 11/9/17

**By An Authorized Official of:** the New Hampshire Governor & Executive Council  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. Project Title:** Resilient Crossings for Coastal NH: Prioritizing Tidal Crossing Replacement for Community and Ecosystem Resilience
- B. Project Period:** Date of Governor and Council approval through March 31, 2019
- C. Objectives:** The goal of this project is to support implementation of the NH Tidal Crossing Assessment Protocol (Tidal Protocol) by establishing a geodatabase and web map for tidal crossing assessments as part of the Statewide Asset Data Exchange System (SADES). Implementation of the Tidal Protocol and dissemination of results via SADES will contribute to the strategic replacement of tidal crossing infrastructure and improved infrastructure management.
- D. Scope of Work:** The Campus shall perform the following activities that are components of an overall funding award from the National Oceanic and Atmospheric Administration's (NOAA) Projects of Special Merit grant program, entitled: "Resilient Crossings for Coastal NH: Prioritizing Tidal Crossing Replacement for Community and Ecosystem Resilience," which is incorporated herein by reference.

### Activity 1: Database Development and Management

- 1.02 Develop a file geodatabase and associated domains containing collection attributes. Publish to ArcGIS online as a hosted feature service.
- 1.06 Setup web mapping service for field data collection through SADES application using the hosted feature service created in 1.02.

### Activity 2: Train and Mobilize Field Assessment Team

- 2.02 Assist Project Team with training field personnel on SADES applications and procedures.
- 2.04 Participate with Project Team to implement quality control procedures for field data collection.

### Activity 3: Data Analysis

- 3.02 Assist TNC with accessing data from SADES to enable analysis.

### Activity 5: Reporting

- 5.03 Upload tidal crossing information to SADES by 03/31/19.

### Activity 6: Project Management

- 6.01 Participate in kick-off and semi-annual project status meeting.
- 6.02 Submit (3) Performance Progress Reports for project activities.

## E. Deliverables Schedule:

**Performance Progress Reports:** Campus shall prepare and submit three (3) electronic Performance Progress Reports to NHCP in .pdf format. The first progress report shall summarize project activity during the period from the start of the project through March 31, 2018 and is due by March 31, 2018. The second progress report shall summarize project activity during the period from April 1, 2018 through September 30, 2018 and is due by September 30, 2018. The final progress report shall summarize project activity during the period from October 1, 2018 through March 31, 2019 and is

due March 31, 2019. The funding credit language quoted in Exhibit A, Section G below shall appear on all progress reports, along with the logos of sponsoring agencies (NOAA, NHDES, NHCP).

**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 as shown below. 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	Total
1. Salaries & Wages	\$ 6,767	\$ 0.00	\$ 6,767
2. Fringe Benefits	\$ 2,700	\$ 0.00	\$ 2,700
3. Travel	\$ 500.00	\$ 0.00	\$ 500.00
4. Supplies & Services	\$ 0.00	\$ 0.00	\$ 0.00
5. Facilities & Admin	\$ 3,508	\$ 0.00	\$ 3,508
Subtotals:	\$ 13,475	\$ 0.00	\$ 13,475
<b>Total Project Costs:</b>			<b>\$ 13,475</b>

**G. Other**

**Funding Credit:** All work products intended for public distribution, including reports, websites, flyers, newsletters, signage, etc., shall include the logos of the sponsoring agencies as follows: the National Oceanic and Atmospheric Administration (NOAA), New Hampshire Coastal Program (NHCP), and New Hampshire Department of Environmental Services (NHDES). Additionally, all work products intended for public distribution shall include the following funding credit statement: *“This project was funded by the Coastal Zone Management Act, 16 U.S.C. 1451-1466, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration, in conjunction with the NH Department of Environmental Services Coastal Program.”*

## 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.**