

New Hampshire
Department of Agriculture,
Markets & Food

JAR 16

Lorraine S. Merrill, Commissioner

July 17, 2017

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

Dear Governor Sununu and Honorable Council:

REQUESTED ACTION

The New Hampshire Department of Agriculture, Markets & Food, Division of Regulatory Services (DAMF) respectfully requests authorization to budget and expend grant funds from the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) in the amount of \$99,500 for the period of Governor and Council approval through September 30, 2022. 100% Federal Funds.

Funding to be budgeted in account, NRCS, as follows with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

Funds to be budgeted into a new account (requested), as follows:

02-18-18-181010-XXXX0000 NRCS FEDERAL GRANT PROGRAM

<u>OBJECT</u>	<u>CLASS</u>	<u>ACCOUNT</u>	<u>FY 2018</u>	<u>TOTAL</u>
	010-500100	Salaries	\$ 1,740	\$ 1,740
	020-500200	Current Expenses	50	50
	040-500800	Indirect costs	14,278	14,278
	041-500801	Audit Fund Set aside	100	100
	050-500109	Part time salaries	200	200
	060-500601	Benefits	805	805
	069-500567	Promotional	50	50
	070-500704	In-state travel	150	150
	072-500572	Grants-federal	<u>82,127</u>	<u>82,127</u>
		Total	\$99,500	\$99,500
<u>Revenue</u>				
	000-xxxx (TBD)	Federal Funds	\$99,500	\$99,500

EXPLANATION

The New Hampshire Department of Agriculture, Markets & Food, Division of Regulatory Services (DAMF) has been awarded a grant from the United States Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) to assist farmers with agricultural nutrient management and water conservation and quality concerns; to reduce soil erosion and improve water quality and conservation on private lands in New Hampshire, including nutrient management, cover crops management, outreach and training.

The funds from this grant will be utilized as follows:

Object Class – 010 – Salaries \$1,740. Funds to cover current employee salaries for outreach and work with private landowners to implement best management practices as well, staff time to account for up to 25 percent of award for matching funds.

Object Class – 020 – Current Expenses \$50. Funds to cover mailings, copies, printing, etc.

Object Class – 040 – Indirect Cost \$14,278. Funds budgeted at the 14.45% maximum allowed by USDA NRCS, for both indirect and audit costs.

Object Class – 041 – Audit Set Aside \$100. Funds budgeted covering the required rate, included in the 14.45% above.

Object Class – 050 – Part Time Salaries \$200. Funds to cover current part time employee salaries to help full time staff with outreach and work with landowners.

Object Class – 060 – Benefits \$805. Based on required rate.

Object Class – 069 – Promotional \$50. Funds to help cover costs of outreach materials.

Object Class – 070 – In-state Travel \$150. Mileage reimbursement for using state vehicle to travel to farms, businesses, etc necessary to perform the outreach and work.

Object Class – 072 – Grants \$82,127. Assist farmers, including small farmers, beginning farmers, and others with providing required match to USDA conservation programs to implement best management practices through the DAMF Agricultural Nutrient Management grant program.

In the event that these Federal funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,



FSM
Lorraine S. Merrill
Commissioner

**Contribution Agreement
Between
NEW HAMPSHIRE DEPARTMENT OF AGRICULTURE, MARKETS & FOOD
and the
NATURAL RESOURCES CONSERVATION SERVICE
UNITED STATES DEPARTMENT OF AGRICULTURE**

I. AUTHORITY

Statutory authority will be described in this section.

II. PURPOSE

The purpose of the agreement between New Hampshire Department of Agriculture, Markets & Food (DEPARTMENT) and the Natural Resources Conservation Service, NRCS, is to work jointly to address agricultural nutrient management problems and water quality concerns.

III. OBJECTIVES

This agreement between the Department and NRCS addresses the reduction of soil erosion and improvement of water quality on private lands in New Hampshire.

IV. RESPONSIBILITIES

A. Department will:

1. Provide qualified staff to complete the proposed deliverables as set forth under this agreement. Department staff time may account for 25 percent of the total award (no more than \$99,500) as matching funds.
2. **Accrual Reports** - NRCS requires quarterly accrual information. An accrual is the dollar value of the work you have performed or will perform by the end of each quarter in cooperation with NRCS but for which you have not yet submitted a "Request for Advance or Reimbursement" form (SF-270). With acceptance of this agreement you are required to complete the Accrual Information form and submit it to the NRCS no later than 15 days prior to the end of the quarter (submit by March 11, June 11, September 11, and December 11).
3. Comply with the attached General Terms and Conditions for all other fiscal and program reporting requirements.
4. By entering into this agreement, the undersigned attests that Department has not been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of signature, nor has any officer or agent of the Department been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of signature.

By entering into this agreement, the undersigned attests that Department does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

5. Provide the following as technical contacts

Technical:

Jennifer Gornnert, Director of Div. of Regulatory Services
PO Box 2042
Concord, NH 03302
Phone: (603) 271-7761
Email: jennifer.gornnert@agr.nh.gov

Administrative:

Beth Kiley PO Box 2042
Concord, NH 03302
Phone: (603) 271-3687
Email: beth.kiley@agr.nh.gov

B. NRCS will:

1. Provide up to **\$99,500** to support the work as described in this agreement and approved budget. The cost to NRCS will not exceed **\$99,500** for this agreement period. NRCS will allocate field staff and State Office staff to assist with this agreement.
2. Certify SF 270's with one of the following statements by the appointed NRCS Program Contact or their designee before the request is forwarded to the NRCS State Office for processing:

Reimbursements:

"I certify that, to the best of my knowledge, this bill has not been previously submitted and that program accomplishments will meet planned activities under this agreement. I have examined and certify that this request is correct for payment."

Advances:

"I certify that to the best of my knowledge and belief, this advance is necessary to meet planned activities under this agreement. I have examined this request and certify that it is correct for payment."

3. Provide availability to **NRCS** technology and technical tools to the maximum extent possible and provide quality assurance.
4. Provide the following as contacts:

Technical

Matthew Brown
USDA-Natural Resources Conservation Service
273 Locust Street, Suite 2D
Dover, NH 03820
Phone: (603) 868-9931 Ext. 115
Email: matt.brown@nh.usda.gov

Administrative
Jade Nield
USDA-Natural Resources Conservation Service
273 Locust Street, Suite 2D
Dover, NH 03820
Phone: (603) 868-9931 x 112
Email: jade.nield@nh.usda.gov

V. PERIOD OF PERFORMANCE

The agreement is effective upon the date of the final signature and will expire on September 30, 2022.

VI. RESOURCES REQUIRED

- a. The Department will provide qualified staff to complete the deliverables as set forth in this agreement.
- b. NRCS will provide information and staff time necessary to complete the deliverables.

VII. MILESTONES/DELIVERABLES

- a. Work with private landowners to implement NRCS best management practices to reduce soil erosion and improve nutrient management. Use NRCS best management practices for small farms, beginner farms, or underserved producers who cannot provide dollars toward NRCS programs but can accomplish conservation goals through the Agricultural Nutrient Grant Program.
- b. Provide outreach to landowners on Farm Bill related activities and administrative support.
- c. Emphasize the use of innovative and size-appropriate best management practices to improve conservation implementation rates.
- d. Fall 2017 –
 - i. Meeting with NHDAMF and NRCS to discuss opportunities for funding projects under this agreement. Staff will return to their teams to discuss opportunities further.
- e. Fall/ winter 2017-2018 –
 - i. NHDAMF Staff work with NRCS technical staff to promote program, develop project plans.
 - ii. NHDAMF Staff work with landowners and NRCS staff to finalize plans as well as develop matching funds for the project by donated labor, volunteer efforts, or cash from outside grant sources.
 - iii. NHDAMF Staff submit 1 page proposals with a project summary defining what the landowner will donate, what NHDAMF 25% contribution will be - showing matching funds in staff time or dollar match and outcomes.

Agreement Number TBD

Contribution Agreement \$99,500.00

- f. NHDAMF organizes a technical committee to review opportunities for funding and provides feedback on proposals and budgets.
- g. NHDAMF announces funded projects.
- h. NHDAMF provides final approval for projects.
- i. Spring/Summer/Fall 2018 - Work begins on funded projects.
- j. September October ?? 2018 – NHDAMF Staff provide an inspection report on funded projects. NHDAMF and NRCS staff to determine if outreach meeting is needed; if so, the meeting will discuss where the funds were spent and highlight the successes. This meeting would be open to all in the hopes of providing information for future projects.
- k. Technical Committee is convened if needed to discuss additional project needs if funds remain. Similar process to the first year of funding if applicable.
- l. Each Fall the process repeats and past year funds are swept and re-allocated if needed. Continue the project selection/funding cycle as described above up to 5 years as funds allow.

Attachments:

General Terms and Conditions

Attachment A - 1619 Confidentiality

Kiley, Beth

Subject: FW: Contribution Agreement with NHDOAM&F

From: Ellsmore, Rick - NRCS, Dover, NH [<mailto:Rick.Ellsmore@nh.usda.gov>]

Sent: Tuesday, July 11, 2017 10:00 AM

To: Kiley, Beth

Cc: Brown, Matt - NRCS, Dover, NH; Nield, Jade - NRCS, Dover, NH; Keirstead, Donald - NRCS, Dover, NH; Cohen, Shari - NRCS, Dover, NH

Subject: Contribution Agreement with NHDOAM&F

Hi Beth,

See statement below and let me know if you need additional info. Thanks

New Hampshire Natural Resources Conservation Service (NRCS) has funding to allocate \$99,500 toward a Contribution Agreement with the New Hampshire Department of Agriculture, Markets, & Foods (NHDOAM&F) for a five year period. We anticipate funding projects with private landowners that contribute to improving water quality, reducing soil erosion, and/or significant improvements in natural resource planning. The Contribution Agreement will be 75/25 match with NRCS providing 75% of the cost and NHDOAM&F providing 25% match in funding or in-kind/match contributions. The agencies will set up a subcommittee to establish a signup period, ranking process, and review of all applications to fairly assess and fund applications with the greatest benefit to New Hampshire natural resources.

Rick

Rick Ellsmore
NH State Conservationist
273 Locust Street, Suite 2D
Dover, NH 03820
603 868 7581