



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** cooperative project agreement with the University of New Hampshire, Sponsored Programs Administration (VC #177867-B046) (UNH), Durham, NH, in the amount of \$20,000 for NH GRANIT to maintain the New Hampshire Coastal Viewer public data access tool, 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 Fiscal Year 2018 is contingent upon continuing appropriation and availability of funds.

	<u>FY 2018</u>
03-44-44-442010-3642-072-500573	\$20,000
Dept. Environmental Services, Coastal Zone Management, Grants – Federal	

EXPLANATION

This agreement is **SOLE SOURCE** because the NH GRANIT project at the University of New Hampshire (UNH) Earth Systems Research Center is recognized as New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse and GRANIT staff currently maintain the NH Coastal Viewer, which is an important tool that provides publicly accessible visualization and assessment tools for geospatial coastal data in the state. The NH Coastal Viewer (<http://www.granit.unh.edu/nhcoastalviewer>) is an on-line mapping and screening tool that provides access to geospatial data about coastal resources and hazards for NH's 42 coastal watershed communities. It was developed by the NH GRANIT project staff at UNH, working in close collaboration with the New Hampshire Department of Environmental Services Coastal Program (NHCP), and as part of a larger project team engaged in a NOAA Project of Special Merit from late 2013 through September 2015 and received maintenance and enhancement funding from 2016 through June 2017. The NHCP annual program budget has allocated funds specifically focused on improving access to data and tools that empower municipalities to plan to address coastal risks and hazards.

This project will ensure that the NH Coastal Viewer is able to continue operating to support municipal officials and other users. Funds provided will cover approximately 12 months of maintenance, new tool development, training resources, and user evaluation for the NH Coastal Viewer. The goal of the proposed project is to maintain, enhance, and promote the NH Coastal Viewer – a web-based, publicly-accessible mapping tool that helps to 1) build community resilience to impacts of coastal erosion, flooding, and

storms, and 2) enhance collaborative actions on coastal ecosystem planning. Activities planned under this funding include:

- Maintain and support the server environment that hosts the Viewer and data sets,
- Update Viewer software,
- Update data sets,
- Add new data sets,
- Compile usage statistics,
- Maintain training materials and conduct training, and
- Maintain the landing page.

The total projected cost for the project is \$20,000. 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. 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.

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

We respectfully request your approval.



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: **Enhancing the NH Coastal Viewer**

- 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: Kirsten Howard
 Address: NH Coastal Program
 Dept. of Environmental Services
 222 International Drive, Suite 175
 Portsmouth, NH 03801
 Phone: 559-0020

Campus Project Administrator

Name: Lisa Scigliano
 Address: University of New Hampshire
 Sponsored Programs Administration
 Service Building/51 College Road
 Durham, NH 03824
 Phone: 862-0529

- 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: NH Coastal Program
 Dept. of Environmental Services
 222 International Drive, Suite 175
 Portsmouth, NH 03801
 Phone: 271-8801

Campus Project Director

Name: Fay Rubin
 Address: University of New Hampshire
 NH GRANIT
 8 College Road
 Durham, NH 03824
 Phone: 862-4240

Campus Authorized Official KS
 Date 4/28/17

F. Total State funds in the amount of \$20,000 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.

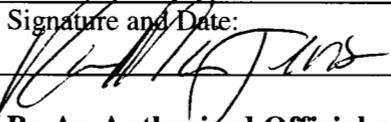
By An Authorized Official of:

University of New Hampshire

Name: Karen Jensen

Title: Manager Sponsored Programs Administration

Signature and Date:

 4/28/17

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

Name: Christopher G. Astin

Title: Assistant Attorney General

Signature and Date:

 5/31/17

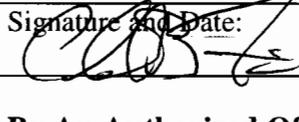
By An Authorized Official of:

Department of Environmental Services

Name: Clark Freise

Title: Assistant 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:** Maintaining the NH Coastal Viewer
- B. Project Period:** Date of Governor and Council approval through June 30, 2018
- C. Objectives:** The goal of the proposed project is to maintain, enhance, and promote the NH Coastal Viewer – a web-based, publicly-accessible mapping tool that helps to 1) build community resilience to impacts of coastal erosion, flooding, storms, and climate change, and 2) enhance collaborative actions on coastal ecosystem planning.
- D. Scope of Work:**

The NH Coastal Viewer (<http://nhcoastalviewer.unh.edu/>) is an on-line mapping and screening tool that provides access to geospatial data about coastal resources and hazards for NH's 42 coastal watershed communities. It was developed by the NH GRANIT project staff at the University of New Hampshire (UNH) Earth Systems Research Center, working in close collaboration with the New Hampshire Department of Environmental Services Coastal Program (NHCP), and as part of a larger project team engaged in a NOAA Project of Special Merit that ended in September 2015.

Launched in March of 2015, the Viewer currently hosts over 150 geospatial data sets that are organized into a series of functional categories and themes, and that either directly address coastal planning and resiliency issues or provide reference data to support viewing and interpreting the planning and resiliency data. Among the data sets disseminated via the Viewer are key descriptors of current conditions (wetlands, dunes, soils, impervious surfaces, conservation lands, floodplains, land use, etc.), as well as a suite of data sets that model possible future conditions (SLAMM marsh migration model output, sea level rise, etc.). The Viewer provides access to tools that allow users to easily navigate, query, and analyze the data as well as produce custom maps at a variety of scales and formats suitable for local applications. Tasks completed by UNH under this CPA will include:

Task 1: Maintain and support the Viewer environment and data sets

Maintain the server environment that hosts the Viewer and provide technical support to Viewer users as needed.

Task 2: Update Viewer software

Implement software updates to the core software (Geocortex Essentials as well as the HTML5 viewer) on a semi-annual basis, or as needed.

Task 3: Update data sets

Update key data layers as new versions become available from NH GRANIT and/or project partners. This will require updating the source data sets and associated documents, as well as any documentation on the Viewer that refers to the data sets. Examples of data sets that will be updated during the project period include the NH GRANIT Conservation Lands data layer, soils data, transportation layer(s), and a suite of data set from the NHDES.

Task 4: Add new data sets

Add new, priority data sets, associated metadata, and related documents to the Viewer based on input from project partners and community users. This will include a tidal culvert assessment dataset currently under development by NHDES and a restoration database dataset.

Task 5: Compile usage statistics

Monitor viewer usage and report statistics in the scheduled project status reports.

Task 6: Maintain training materials and conduct training

Collaborate with partners, including NHCAW, UNH Cooperative Extension, and others, to develop training materials and deliver at least two hands-on trainings on use of the Viewer.

Task 7: Maintain landing page

Coordinate with NHDES Coastal Program staff to maintain the Viewer website.

E. Deliverables Schedule: Reports: Campus Project Director shall provide one (1) semi-annual progress report and one (1) final report that summarizes the project activities. The semi-annual report will cover the period of the project start date through December 31, 2017 and will be due on December 31, 2017. The final report will summarize all project activities and will be due on June 30, 2018.

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	\$ 9,180	\$ -	\$ 9,180
2. Fringe Benefits	\$ 3,846	-	\$ 3,846
3. Travel	-	-	-
4. Supplies and Services	\$ 1,767	-	\$ 1,767
5. Other (IT support)	-	-	-
6. Facilities and Admin.	\$ 5,207	-	\$ 5,207
Subtotals:	\$20,000	\$ 0.00	\$20,000
Total Project Costs: \$20,000			

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, in part, by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH 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	\$9,180	\$0	\$9,180
Employee Fringe Benefits	\$3,846	\$0	\$3,846
Travel	\$0	\$0	\$0
Supplies & Services	\$1,767	\$0	\$1,767
Equipment	\$0	\$0	\$0
Facilities and Administrative Costs	\$5,207	\$0	\$5,207
Subtotals	\$20,000	\$0	\$20,000
In-Kind Contribution		\$0	\$0
Total Project Cost			\$20,000