



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

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**Robert R. Scott, Commissioner**

August 24, 2020

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

REQUESTED ACTION

Authorize the Department of Environmental Services to amend a Cooperative Project Agreement (PO #1060260) with the University of New Hampshire, Sponsored Programs Administration (VC #177867-B046), Durham, NH, for the "*Regional Resilience, New Hampshire: Monitoring and evaluating living shorelines for success*" project by extending the project completion date from September 30, 2020 to January 31, 2022 and revising the scope of work to include additional reporting deliverables, effective upon Governor and Council approval. The original agreement was approved by Governor and Council on February 21, 2018, Item #47. This is a no-cost time extension only.

EXPLANATION

The Department of Environmental Services (DES) requests approval of this Cooperative Project Agreement amendment in order to provide the University of New Hampshire (UNH) with additional time to complete tasks to the agreed upon scope of services. A copy of the original agreement due to expire on September 30, 2020 is included as Attachment A.

DES has signed an agreement with the grantor, The Nature Conservancy – Massachusetts (TNC), to extend the project period to January 31, 2022. The purpose of this Cooperative Project Agreement amendment is to effectuate TNC's approved amendment to the financial assistance award. Specifically, this amendment will enable UNH to continue participating in regional efforts to establish monitoring guidance for living shorelines. Edits to the scope of work to indicate additional interim reporting deadlines are provided in Exhibit A of the attached Cooperative Project Agreement amendment.

To date, \$80,910.31 of the original agreement amount of \$97,467 has been spent. No changes to the original budget are requested in this amendment. In the event that federal funds become no longer available, general funds will not be requested to support the project. This agreement has been approved by the Office of the Attorney General as to form, execution and content.

We respectfully request your approval of this item.

Robert R. Scott, Commissioner

**AMENDMENT #1 to  
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**

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on February 21, 2018, item # 47, for the Project titled “Regional Resilience, New Hampshire: Monitoring and evaluating living shorelines for success,” Campus Project Director, Thomas Ballestero, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

**Purpose of Amendment (Choose all applicable items):**

- Extend the Project Agreement and Project Period end date, at no additional cost to the State.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other: Extend the Project Agreement and Project Period end date; Amend Exhibit A to include additional reporting deliverables.

**Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):**

- Article A. is revised to replace the State Department name of \_\_\_\_\_ with \_\_\_\_\_ and/or USNH campus from \_\_\_\_\_ to \_\_\_\_\_.
- Article B. is revised to replace the Project End Date of 9/30/2020 with the revised Project End Date of 1/31/2022, and Exhibit A, article B is revised to replace the Project Period of Upon G&C Approval – September 30, 2020 with February 21, 2018 – January 31, 2022.
- Article C. is amended to add Exhibit A by including the proposal titled, “ \_\_\_\_\_ ,” dated \_\_\_\_\_.
- Article D. is amended to change the State Project Administrator to \_\_\_\_\_ and/or the Campus Project Administrator to \_\_\_\_\_.
- Article E. is amended to change the State Project Director to \_\_\_\_\_ and/or the Campus Project Director to \_\_\_\_\_.
- Article F. is amended to increase funds in the amount of \$ \_\_\_\_\_ and will read:
- Article F. is amended to change the cost share requirement and will read:  
Campus will cost-share \_\_\_\_\_ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:
- Article G. is exercised to amend 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, as follows:

**Article \_\_\_\_\_** is amended in its entirety to read as follows:

Article is amended in its entirety to read as follows:

- Article H. is amended such that:

- 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.
- Exhibit A is amended as attached and noted with italics (addition) and strikethrough (deletion).
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

This Amendment, all previous Amendments, the Cooperative Project Agreement, and the Master Agreement constitute the entire agreement between State and Campus regarding the Cooperative Project Agreement, and supersede and replace any previously existing arrangements, oral and written; further changes herein must be made by written amendment and executed for the parties by their authorized officials.

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #1** to the Cooperative Project Agreement.

**By An Authorized Official of:**

**University of New Hampshire**

Name: Karen Jensen

Title: Director, Sponsored Programs Administration

Signature and Date: Karen Jensen 8/11/20

**By An Authorized Official of:**

**Department of Environmental Services**

Name: Robert R. Scott

Title: Commissioner

Signature and Date: Robert R. Scott 8/24/20

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

Name: Joshua C. Harrison

Title: Assistant Attorney General

Signature and Date: Joshua C. Harrison 8/25/2020

**By An Authorized Official of: the New  
Hampshire Governor & Executive Council**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

## EXHIBIT A

**A. Project Title:** Regional Resilience, New Hampshire: Monitoring and evaluating living shorelines for success

**B. Project Period:** ~~Date of Governor and Council approval through September 30, 2020~~ *February 21, 2018 through January 31, 2022*

**C. Objectives:** The goal of this project is to improve coastal resilience in the face of erosion and projected flood risk by enhancing living shoreline knowledge about best practices through evaluation of local pilot projects, development of regional monitoring guidance, and encouragement of appropriate application of living shoreline projects through outreach and trainings.

**D. Scope of Work:** This collaborative regional project consists of seven (7) tasks. UNH is contracted to complete work under tasks 1, 3, 4, 6, and 7. Task numbering is kept consistent with the broader collaborative project to avoid confusion.

**Task 1: Regional Collaboration on Policy and Practice Guidance Document Draft, Years 1-3 4**  
(Lead: NHDES, Assistance: UNH, GBNERR)

1.1 UNH will participate in Northeast Regional Ocean Council (NROC) and The Nature Conservancy (TNC) collaborative efforts to develop, review, and finalize guidance and policy recommendations.

1.2 UNH will attend three regional workshops organized by NROC and TNC partners.

**Task 2: Design and Construct Projects**

UNH does not have any deliverables under Task 2.

**Task 3: Select and Monitor Sites, Years 1-3 4** (Lead: UNH)

3.1 UNH will monitor and evaluate success of early living shoreline examples of fringe marsh restoration at South Mill Pond and North Mill Pond in Portsmouth, NH.

3.2 UNH will monitor and evaluate success of ongoing living shoreline marsh pilot projects that incorporate sea level rise projections at Cutts Cove in Portsmouth, NH and Wagon Hill Farm in Durham, NH.

3.3 UNH will monitor two intact (healthy) salt marsh reference sites in the Great Bay Estuary.

3.4 Using physical and biological metrics of the two healthy salt marshes considered "reference sites," UNH will develop dimensionless geomorphologic characteristics which can then be employed for successful living shoreline restoration sites. Monitoring and evaluation results and conclusions from reference site evaluation will be compiled and shared as draft for comment by NHDES Coastal Program and finalized as part of the final report (or earlier).

**Task 4: Apply, Evaluate, and Update Monitoring Guidance, Years 3-4** (Lead: NHDES, Assistance: UNH)

4.1 UNH will assist NHDES Coastal Program staff to develop the concept and recommend roles and responsibilities for a state living shoreline adaptive management committee (LSAM) that will review monitoring results from pilot projects and recommend management/maintenance action, if needed.

4.2 UNH will participate in at least two meetings to test adaptive management committee concept on Cutts Cove and Wagon Hill Farm pilot projects, using draft regional monitoring and evaluation guidance and assist with the development of recommended next steps.

**Task 5: Policy Recommendation Development**

UNH has no deliverables under Task 5.

**Task 6: Outreach, Education, and Communication, Years 1-3 4 (Lead: GBNERR, Assistance: NHDES and UNH)**

6.1 UNH will assist GBNERR and NHDES in execution of an outreach program to train stakeholder audiences about potential living shoreline applications, building on existing outreach work.

6.2-UNH will participate in 3-5 outreach events to train stakeholder audiences (e.g., workshops, trainings, site-based engagement).

6.3 UNH will provide input to GBNERR and NHDES Coastal Program to evaluate outreach program and identify appropriate next steps based on available pilot projects, guidance, and community needs.

**Task 7: Dr. Burdick living shoreline outreach, education, and technical assistance. Total funds: \$4,000. Upon G&C approval through December 31, 2018. (Lead: UNH, Dr. David Burdick)**

Dr. Burdick will provide 44 hours of technical assistance, training, and outreach on living shorelines siting, implementation, monitoring, and other related events, workshops, and meetings when invited or approved to attend by a staff member of the NHDES Coastal Program. Outreach and other activities will be focused primarily on living shorelines, coastal resilience, and habitat restoration. This includes participation on the Living Shoreline Site Suitability Technical Team. This does not include participation in outreach activities for projects that fund Dr. Burdick through Tasks 1-6 in this grant or any outreach activities in other grants. Activities under this task must be completed by December 31, 2018. Note: the budget for this task uses a non-research Facilities and Admin cost rate of 35.2%.

**E. Deliverables Schedule: Semi-annual and final reports.**

For Tasks 1-6 Campus Project Director shall provide ~~five (5)~~ *eight (8)* semi-annual progress reports and one (1) final report that summarize the project activities by task as outlined in the CPA. The semi-annual reports will cover the periods of (1) the project start date to March 31, 2018; (2) April 1, 2018 to September 30, 2018; (3) October 1, 2018 to March 31, 2019; (4) April 1, 2019 to September 30, 2019; (5) October 1, 2019 to March 31, 2020; (6) *April 1, 2020 to September 30, 2020*; (7) *October 1, 2020 to March 31, 2021*; (8) *April 1, 2021 to September 30, 2022*. Due dates for all semi-annual reports are the final date of the reporting period. The final report will summarize all project activities by task outlined in the CPA and will be due on ~~September 30, 2020~~ *January 31, 2022*.

For task 7 Campus Project Director shall provide one (1) semi-annual progress reports and one (1) final report that summarize the project activities as outlined in the CPA. The semi-annual report will cover the periods of the project start date to June 30, 2018. The final report will summarize all project activities as outlined in the CPA and will be due on December 31, 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. Note: For Tasks 1-6, the budgeted funds utilize a Facilities and Admin cost rate of 50%

(research rate) while the \$4,000 budgeted for Task 7 uses a Facilities and Admin cost rate of 35.2% (non-research rate).

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$46,484	\$24,000	\$ 70,484
2. Fringe Benefits	\$ 8,428	\$10,056	\$ 18,484
3. Travel	\$ 2,253	\$ 0	\$ 2,253
4. Supplies and Services	\$ 8,000	\$ 0	\$ 8,000
5. Other (IT support)	\$ 0	\$ 0	\$ 0
6. Facilities and Admin.	\$32,302	\$17,170	\$ 49,472
Subtotals:	\$97,467	\$51,226	\$148,693
Total Project Costs: \$148,693			

**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.



Subaward Number:	MA112017NH
Accounting Information –	
Project Name:	Advancing successful implementation of living shorelines in NH
Project-Award-Activity Number:	P118097/A104257
Source of funds:	U.S. Government <input checked="" type="checkbox"/> State/Local Government <input type="checkbox"/> Private as Gov't Match <input type="checkbox"/> Private Foundation <input type="checkbox"/> Private <input type="checkbox"/>

**AMENDMENT #1 TO SUBAWARD  
BETWEEN THE NATURE CONSERVANCY AND NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES COASTAL PROGRAM**

This is Amendment #1 to the Subaward dated November 21, 2017 (the "Subaward") between The Nature Conservancy ("TNC") and New Hampshire Department of Environmental Services Coastal Program ("Awardee"), and is effective as of the last signature date below. Capitalized terms in this Amendment have the same meaning given to them in the Subaward.

The Subaward is hereby amended as follows:


1. The expiration date as set forth in Section 2 of the Subaward is changed to January 31, 2022.
2. The Reporting Due Dates table in Section 5 of the Subaward is hereby replaced with the following:

REPORTING DUE DATES	
Interim Performance Reports	Due April 15, 2018, covering the period from inception - March 31, 2018 Due October 15, 2018, covering the period April 1, 2018 - September 30, 2018 Due April 15, 2019, covering the period October 1, 2018 - March 31, 2019 Due October 15, 2019, covering the period April 1, 2019 - September 30, 2019 Due April 15, 2020, covering the period October 1, 2019 - March 31, 2020  Due October 15, 2020, covering the period April 1, 2020 - September 30, 2020 Due April 15, 2021, covering the period October 1, 2020 - March 31, 2021 Due October 15, 2021, covering the period April 1, 2021 - September 30, 2021
Final Performance Report	Due not later than February 28, 2020 covering the entire Subaward Term
Interim Financial Reports/Invoices	Due April 30, 2018, covering the period from inception – March 31, 2018 Due October 30, 2018, covering the period April 1, 2018 – September 30, 2018 Due April 30, 2019, covering the period October 1, 2018 – March 31, 2019 Due October 30, 2019, covering the period April 1, 2019 – September 30, 2019 Due April 30, 2020, covering the period October 1, 2019 – March 31, 2020  Due October 30, 2020, covering the period April 1, 2020 – September 30, 2020 Due April 30, 2021, covering the period October 1, 2020 – March 31, 2021 Due October 30, 2021, covering the period April 1, 2021 – September 30, 2021
Final Financial Report/Final Invoice	Due not later than February 28, 2022, covering the entire Subaward Term
Due Diligence Update	Due October 1, 2019, submit most recent Single Audit or A-133


Except as modified by this Amendment, all provisions of the Subaward (as previously amended, if applicable) remain in full force and effect. In the event of a conflict between the Subaward and this Amendment, the latter will control. Any recital or

preliminary statement in this Amendment and any Exhibits referred to in this Amendment are an integral part of and are incorporated by reference into this Amendment.

**The Nature Conservancy**

By:   
(signature)  
Print Name: Deb Markowitz  
Title: State Director  
Date: 8/7/2020

**New Hampshire Department of Environmental Services  
Coastal Program**

By:   
(signature)  
Print Name: SUSAN CARLSON  
Title: CHIEF OPERATIONS OFFICER  
Date: 7/29/20





The State of New Hampshire  
DEPARTMENT OF ENVIRONMENTAL SERVICES

*Kristen Howard*



Robert R. Scott, Commissioner

January 23, 2018

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

APPROVED G & C

DATE 2/21/18

ITEM # 47

REQUESTED ACTION

Authorize the Department of Environmental Services to award a **SOLE SOURCE** agreement to the University of New Hampshire (VC #177867-B046), Durham, NH, in the amount of \$97,467 to conduct outreach and training associated with living shoreline stabilization projects, effective upon Governor and Council approval through September 30, 2020. 100% Federal Funds.

Funding is available in the account as follows.

	<u>FY18</u>
03-44-44-442010-3642-102-500731	\$97,467
Dept. Environmental Services, Coastal Zone Management, Contracts for Program Services	

EXPLANATION

This award is **SOLE SOURCE** because it is the second phase of a project conducted by the University of New Hampshire (UNH) in cooperation with the NHDES Coastal Program. In the first phase of the project, UNH and partners completed a preliminary assessment of sites that may benefit from living shoreline stabilization approaches. In this second phase, UNH seeks to improve coastal resilience in the face of erosion and flood risk by enhancing living shoreline knowledge about best practices through evaluation of local pilot projects, development of regional monitoring guidance, and encouragement of appropriate application of living shoreline projects through outreach and trainings.

Due to UNH's experience monitoring living shoreline and salt marsh restoration sites and designing pilot living shoreline projects throughout the first phase of this project, UNH is the only organization equipped to complete the second phase of this project successfully. UNH is a named funded partner in the original competitive proposal for this project that was submitted to the National Oceanic and Atmospheric Administration by the NHDES Coastal Program and regional partners in the Northeast.

Funds under this agreement will be used to enable UNH to 1) participate in regional collaborative efforts to develop and review living shoreline monitoring and project evaluation guidelines, 2) select and monitor living shoreline sites, 3) apply, evaluate, and update monitoring guidance, 4) assist partners with outreach, and 5) provide dedicated support for trainings and technical assistance.

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
Page 2

Total project costs are budgeted at \$148,693. DES will provide \$97,467 of the project costs through a federal grant. \$51,226 non-federal matching funds are required. A budget breakdown is provided in Attachment A.

In the event that the Federal funds become no longer available, general funds will not be requested to support this program. This agreement has been approved by the Office of the Attorney General as to form, execution and content.

We respectfully request your approval.



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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 09/30/2020. 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: Regional Resilience, New Hampshire: Monitoring and evaluating living shorelines for success

- 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: Cheryl Moore  
 Address: University of New Hampshire  
 51 College Road  
 Durham, NH 03824-3585  
 Email: cheryl.moore@unh.edu  
 Phone: 603 862-1992

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

Campus Project Director

Name: Thomas Ballestero  
 Address: University of New Hampshire  
 Gregg Hall, Rm 238  
 Durham, NH 03824-3585  
 603 862-1405  
 Phone:

F. Total State funds in the amount of \$97,467 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 34 % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreements No. NA17NOS4190040 and No. NA17NOS4730141 from National Oceanic and Atmospheric Administration (NOAA) under CFDA# 11.419 and 11.473 respectively. 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] 1/11/18

By An Authorized Official of: the New  
Hampshire Office of the Attorney General  
Name: [Signature]  
Title: Attorney

By An Authorized Official of:  
Department of Environmental Services  
Name: Robert R. Scott  
Title: Commissioner  
Signature and Date: [Signature] 1-26-18

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

Gordon Landrigan

Signature and Date:

1/29/18

Signature and Date:

## EXHIBIT A

- A. **Project Title:** Regional Resilience, New Hampshire: Monitoring and evaluating living shorelines for success
- B. **Project Period:** Date of Governor and Council approval through September 30, 2020
- C. **Objectives:** The goal of this project is to improve coastal resilience in the face of erosion and projected flood risk by enhancing living shoreline knowledge about best practices through evaluation of local pilot projects, development of regional monitoring guidance, and encouragement of appropriate application of living shoreline projects through outreach and trainings.
- D. **Scope of Work:** This collaborative regional project consists of seven (7) tasks. UNH is contracted to complete work under tasks 1, 3, 4, 6, and 7. Task numbering is kept consistent with the broader collaborative project to avoid confusion.

**Task 1: Regional Collaboration on Policy and Practice Guidance Document-Draft, Years 1-3 (Lead: NHDES, Assistance: UNH, GBNERR)**

1.1 UNH will participate in Northeast Regional Ocean Council (NROC) and The Nature Conservancy (TNC) collaborative efforts to develop, review, and finalize guidance and policy recommendations.

1.2 UNH will attend three regional workshops organized by NROC and TNC partners.

**Task 2: Design and Construct Projects**

UNH does not have any deliverables under Task 2.

**Task 3: Select and Monitor Sites, Years 1-3 (Lead: UNH)**

3.1 UNH will monitor and evaluate success of early living shoreline examples of fringe marsh restoration at South Mill Pond and North Mill Pond in Portsmouth, NH.

3.2 UNH will monitor and evaluate success of ongoing living shoreline marsh pilot projects that incorporate sea level rise projections at Cutts Cove in Portsmouth, NH and Wagon Hill Farm in Durham, NH.

3.3 UNH will monitor two intact (healthy) salt marsh reference sites in the Great Bay Estuary.

3.4 Using physical and biological metrics of the two healthy salt marshes considered "reference sites," UNH will develop dimensionless geomorphologic characteristics which can then be employed for successful living shoreline restoration sites. Monitoring and evaluation results and conclusions from reference site evaluation will be compiled and shared as draft for comment by NHDES Coastal Program and finalized as part of the final report (or earlier).

**Task 4: Apply, Evaluate, and Update Monitoring Guidance (Lead: NHDES, Assistance: UNH)**

4.1 UNH will assist NHDES Coastal Program staff to develop the concept and recommend roles and responsibilities for a state living shoreline adaptive management committee (LSAM) that will review monitoring results from pilot projects and recommend management/maintenance action, if needed.

4.2 UNH will participate in at least two meetings to test adaptive management committee concept on Cutts Cove and Wagon Hill Farm pilot projects, using draft regional monitoring and evaluation guidance and assist with the development of recommended next steps.

**Task 5: Policy Recommendation Development**  
UNH has no deliverables under Task 5.

**Task 6: Outreach, Education, and Communication, Years 1-3 (Lead: GBNERR, Assistance: NHDES and UNH)**

6.1 UNH will assist GBNERR and NHDES in execution of an outreach program to train stakeholder audiences about potential living shoreline applications, building on existing outreach work.

6.2 UNH will participate in 3-5 outreach events to train stakeholder audiences (e.g., workshops, trainings, site-based engagement).

6.3 UNH will provide input to GBNERR and NHDES Coastal Program to evaluate outreach program and identify appropriate next steps based on available pilot projects, guidance, and community needs.

**Task 7: Dr. Burdick living shoreline outreach, education, and technical assistance. Total funds: \$4,000. Upon G&C approval through December 31, 2018. (Lead: UNH, Dr. David Burdick)**

Dr. Burdick will provide 44 hours of technical assistance, training, and outreach on living shorelines siting, implementation, monitoring, and other related events, workshops, and meetings when invited or approved to attend by a staff member of the NHDES Coastal Program. Outreach and other activities will be focused primarily on living shorelines, coastal resilience, and habitat restoration. This includes participation on the Living Shoreline Site Suitability Technical Team. This does not include participation in outreach activities for projects that fund Dr. Burdick through Tasks 1-6 in this grant or any outreach activities in other grants. Activities under this task must be completed by December 31, 2018. Note: the budget for this task uses a non-research Facilities and Admin cost rate of 35.2%.

**E. Deliverables Schedule: Semi-annual and final reports.**

For Tasks 1-6 Campus Project Director shall provide five (5) semi-annual progress reports and one (1) final report that summarize the project activities by task as outlined in the CPA. The semi-annual reports will cover the periods of (1) the project start date to March 31, 2018; (2) April 1, 2018 to September 30, 2018; (3) October 1, 2018 to March 31, 2019; (4) April 1, 2019 to September 30, 2019; (5) October 1, 2019 to March 31, 2020. Due dates for all semi-annual reports are the final date of the reporting period. The final report will summarize all project activities by task outlined in the CPA and will be due on September 30, 2020.

For task 7 Campus Project Director shall provide one (1) semi-annual progress reports and one (1) final report that summarize the project activities as outlined in the CPA. The semi-annual report will cover the periods of the project start date to June 30, 2018. The final report will summarize all project activities as outlined in the CPA and will be due on December 31, 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. Note: For Tasks 1-6, the budgeted funds utilize a Facilities and Admin cost rate of 50% (research rate) while the \$4,000 budgeted for Task 7 uses a Facilities and Admin cost rate of 35.2% (non-research rate).

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$46,484	\$24,000	\$ 70,484
2. Fringe Benefits	\$ 8,428	\$10,056	\$ 18,484
3. Travel	\$ 2,253	\$ 0	\$ 2,253
4. Supplies and Services	\$ 8,000	\$ 0	\$ 8,000
5. Other (IT support)	\$ 0	\$ 0	\$ 0
6. Facilities and Admin.	\$32,302	\$17,170	\$ 49,472
Subtotals:	\$97,467	\$51,226	\$148,693
Total Project Costs: \$148,693			

**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. 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).



**Attachment A: Project Budget by Federal Budget Category**

Item	Federal (NHCP)	Non-federal (Match)	Match Type (cash or in-kind)	Total
Personnel	\$46,484.00	\$24,000.00	in-kind	\$70,484.00
Fringe	\$8,428.00	\$10,056.00	in-kind	\$18,484.00
Equipment	\$0.00	\$0.00		\$0.00
Travel	\$2,253.00	\$0.00		\$2,253.00
Supplies	\$8,000.00	\$0.00		\$8,000.00
Sub-Contractual	\$0.00	\$0.00		\$0.00
Construction	\$0.00	\$0.00		\$0.00
Other	\$0.00	\$0.00		\$0.00
Indirect	\$32,302.00	\$17,170.00	in-kind	\$49,472.00
Totals	\$97,467.00	\$51,226.00		\$148,693.00