



The State of New Hampshire JG31 '21 PM 2:13 RCVD
Department of Environmental Services



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Robert R. Scott, Commissioner

August 20, 2021

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

REQUESTED ACTION

Authorize the Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire Office of Sponsored Research, Durham, NH (VC# 315187-B083), in the amount of \$83,215 to support the APPLETREE Program (Agency For Toxic Substances and Disease Registry's Partnership to Promote Local Efforts to Reduce Environmental Exposures), effective upon Governor and Council approval through March 31, 2022. 100% Federal Funds.

Funding is available in the account as follows.

03-44-44-443010-78790000-072-500573

FY 22

\$ 83,215

Department of Environmental Services, Environmental Health Program, Grants Federal

EXPLANATION

NHDES requests approval to enter into a **SOLE SOURCE** Cooperative Project Agreement with the University of New Hampshire Survey Center (Survey Center). The Survey Center was selected for this project because it has unique expertise in conducting statewide research through survey design and implementation, and it has an already identified and validated sample representative of NH residents who respond to questions through the Granite State Poll. The Survey Center has vast experience in working with state agencies to provide reliable information to guide programmatic decision making. The Granite State Poll is a monthly statewide scientific based survey of public opinion on policy issues and is a proven cost effective means for interested parties to gather specific information. The Survey Center's methods to validate questions using the Granite State Poll is unique to them, and allows for assurance of the accuracy of data estimates generated through surveys. Further, the Survey Center is uniquely positioned to be able to complete the scope of work in the limited timeframe available under the federal grant period ending on March 31, 2022. Through this agreement, the Survey Center will work directly with the APPLETREE program at NHDES. The APPLETREE program conducts health risk assessments and develops communication and outreach materials to reduce harmful environmental exposures around Superfund sites and other identified areas where there is environmental contamination.

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • Fax: 271-2867 TDD Access: Relay NH 1-800-735-2964

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With receipt of federal funds from the Agency for Toxic Substances and Disease Registry (ATSDR), the APPLETREE program at NHDES is in a unique position to fund the Survey Center to collect information to inform health risk assessments and to ensure that materials created by the APPLETREE program are designed in a way that is easily understood by NH residents, ultimately driving action to reduce exposures and promote health. Current assessments are based on national level data and do not take into account factors unique to our state's population.

The attached Cooperative Project Agreement (CPA) provides for completion of project tasks.

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

We respectfully request approval of this item.



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 **3/31/22**. 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: NHDES, Environmental Health Research

- 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: Karen Craver
 Address: NH Department of Env. Services
29 Hazen Drive
PO Box 95
Concord, NH 03301
 Phone: 603-271-6803

Campus Project Administrator

Name: Kim Becker
 Address: Keene State College
Sponsored Programs Administration
229 Main Street, Rm 201
Keene, NH 03435
 Phone: 603-358-2443

- 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: Karen Craver
 Address: NH Department of Env. Services
29 Hazen Drive
PO Box 95
Concord, NH 03301
 Phone: 603-271-6803

Campus Project Director

Name: Zachary Azem
 Address: University of New Hampshire
UNH Survey Center
9 Madbury Road, Suite
Durham, NH 03824
 Phone: 603-862-1060

F. Total State funds in the amount of \$83,215 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. 6 NU61TS000320-01-00 from Agency for Toxic Substances and Disease Registry (ATSDR) under CFDA# 93.136. 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: Director, Pre-Award

Signature and Date: Karen Jensen Digitally signed by Karen Jensen
Date: 2021.08.03 14:00:28 -0400

By An Authorized Official of:

Department of Environmental Services

Name: Robert R. Scott

Title: Commissioner

Signature and Date: [Signature] 8/24/21

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

Name: Joshua C. Harrison

Title: Assistant Attorney General

Signature and Date: [Signature] 8/31/2021

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

Name:

Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** NHDES, Environmental Health Research
- B. Project Period:** The term of this SOW shall commence on August 1, 2021 and shall continue until March 31, 2022, unless extended in accordance with the terms of the Agreement.
- C. Objectives:** To collect data through surveys, polls, and focus groups to inform the improvement and development of environmental health education and communication materials; and to provide NH specific data to inform and improve the accuracy of health risk assessments.
- D. Scope of Work:** Below is the scope of work for conducting Environmental Health Research for the New Hampshire Department of Environmental Services. The work includes a standalone web survey using the Granite State Panel, Granite State Poll questions, conducting focus groups, and survey consultation.

Deliverables

- A clean dataset of completed interviews in Excel or SPSS for each survey,
- A PDF report of major survey findings which includes an executive summary, charts, detailed tabular results, and a technical report.

Standalone Granite State Panel Survey Assumptions

- One-time survey of 50% of Granite State Panel members (N~1,000 completes)
- A survey consisting of approximately 50 questions (15 minutes)
- Questionnaire developed in collaboration between UNH Survey Center and NH DES
- All panel members will receive an email invitation and up to 3 reminder emails
- We anticipate, but cannot guarantee, a 30% response rate

Granite State Poll Assumptions

- Eight closed-ended questions and two open-ended questions placed on two iterations of the Granite State Poll omnibus survey (N~750 completes)
- Questions developed in collaboration between UNH Survey Center and NH DES

Focus Group Assumptions

- Four focus groups lasting 60-90 minutes moderated by Dr. Andrew Smith via Zoom
- Moderator's guide consisting of 5 broad questions with follow-ups developed in collaboration between UNH Survey Center and NH DES
- Focus group will be digitally recorded and the audio file will be transcribed

Survey Consultation Assumptions

- UNH Survey Center will conduct consultation work on questionnaires that NH DES will create as part of their evaluation process to promote local efforts to reduce environmental exposure.

E. Deliverables Schedule: The tentative deliverable schedule is as follows:

- o Results from standalone Granite State Panel survey – August 2021
- o Survey consultation – September 2021
- o Results from focus groups – October 2021

- o Results from first iteration of Granite State Poll questions – November 2021
- o Results from second iteration of Granite State Poll questions – December 2021

F. Budget and Invoicing Instructions: Budget Justification

Project Title: Environmental Health Study

Project Director: Zachary Azem

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	26,565	0	26,565
2. Employee Fringe Benefits	9,989	0	9,989
3. Travel	0	0	0
4. Supplies and Services	18,373	0	18,373
5. Equipment	0	0	0
6. Facilities & Admin Costs	28,288	0	28,288
Subtotals	83,215	0	83,215
In Kind Contribution		0	0

Total Project Costs: 83,215

cost-reimbursable

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.

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. .**