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New Hampshire  
Department of Agriculture,  
Markets & Food

Shawn N. Jasper, Commissioner

August 20, 2019

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

Requested ActionSole Source

Authorize the Department of Agriculture, Markets & Food to amend a Cooperative Project Agreement with the University of New Hampshire Cooperative Extension (Vendor #117867), Durham, NH, for the purpose of providing for an educated and informed community that will result in knowledge of and compliance with the Food and Drug Administration (FDA), Food Safety Modernization Act (FSMA), in the amount of \$3,648.47 for additional services rendered, bringing the total of the contract from \$178,463 to \$182,111.47, effective upon Governor and Council approval through June 30, 2021. The original agreement was approved by the Governor and Council on June 20, 2018 item #76. 100% Federal Funds.

Funds to support this request are anticipated to be available in the following account in FY 2020 upon the availability and continued appropriation of funds in the future operating budget, FSMA - Food Safety Modernization Act, as follows:

**02-18-18-181010-38950000 FSMA – FOOD SAFETY MODERNIZATION ACT**

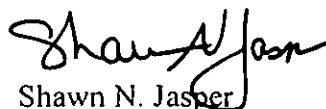
## OBJECT

<u>CLASS</u>	<u>ACCOUNT</u>	<u>FY 20</u>
102-500731	Contracts for Prog. Services	\$3,648.47

Explanation

The scope of work is being amended to include assisting with strategy and project development, grant writing, editing, and submission of a grant to fund a statewide, NH Food Safety Modernization Act (FSMA) Inspection Program. This amendment is a lump sum amount for time and benefits. Agreement completion date of June 30, 2021 will remain unchanged.

Respectfully submitted,

  
Shawn N. Jasper  
Commissioner

**Agreement for Services with the UNH Cooperative Extension**  
Amendment No. 1 for agreement # CE-1062957

This Agreement (hereinafter called the "Amendment") dated this 23<sup>rd</sup> day of July, 2019, is by and between the State of New Hampshire (hereinafter referred to as the "State") and the UNH Cooperative Extension (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an Agreement (hereinafter called the "Agreement") approved by the Governor and Council on June 20, 2018, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, The Contractor and the State have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement: The Agreement is hereby amended as follows:
  - i) The contract price set forth in the Proposal shall be changed by amending the scope of work to include assisting with strategy and project development, grant writing, editing, submission of a grant to fund a statewide, NH Food Safety Modernization Act (FSMA) Inspection Program. This amendment is a lump sum amount for a week of Seth Wilner's time and benefits. Total additional cost added to the contract price is \$3,648.47; bringing contract total to \$182,111.47.
  - ii) ~~This work was completed~~ This work was completed February 13, 2019 and February 19 - March 1, 2019.
  - iii) Completion date of June 30, 2021 remains unchanged.
2. Effective Date of Amendment: This Amendment shall take effect upon the date of approval of this Amendment by the Governor and Executive Council of the State of New Hampshire.
3. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

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7/24/19

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

UNH

By

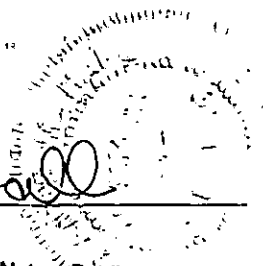
[Signature]  
Karen Jensen, Manager Research Administration

STATE OF NEW HAMPSHIRE  
COUNTY OF Stratford

On this the 24 day of July, 2019, before the undersigned officer, personally appeared Karon Jensen who acknowledged himself/herself to be the person who executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

[Signature]



My Commission Expires:

DIANNE M. HALL, Notary Public  
State of New Hampshire  
My Commission Expires November 18, 2021

THE STATE OF NEW HAMPSHIRE  
Department of Agriculture

By

[Signature]  
Shawn N. Jasper, Commissioner

8/8/19  
Date

Approved by Attorney General this 30 day of August, 2019

OFFICE OF ATTORNEY GENERAL

By [Signature]

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7/24/19

**Agreement for Services with the UNH Cooperative Extension**  
Amendment No. 1 for agreement # CE-1062957

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WHEREAS, pursuant to an Agreement (hereinafter called the "Agreement") approved by the Governor and Council on June 20, 2018, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, The Contractor and the State have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement: The Agreement is hereby amended as follows:

i) The contract price set forth in the Proposal shall be changed by amending the scope of work to include assisting with strategy and project development, grant writing, editing, submission of a grant to fund a statewide, NH Food Safety Modernization Act (FSMA) Inspection Program. This amendment is a lump sum amount for a week of Seth Wilner's time and benefits. Total additional cost added to the contract price is \$3,648.47; bringing contract total to \$182,111.47.

ii) This work was completed February 13, 2019 and February 19 - March 1, 2019.

iii) Completion date of June 30, 2021 remains unchanged.

2. Effective Date of Amendment: This Amendment shall take effect upon the date of approval of this Amendment by the Governor and Executive Council of the State of New Hampshire.

3. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

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7/24/19

76 [Signature]

**New Hampshire**  
Department of Agriculture,  
Markets & Food

Shawn N. Jasper, Commissioner

May 23, 2018

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Agriculture, Markets and Food, Division of Regulatory Services (DAMF) to enter into a **sole source** Cooperative Project Agreement with the University of New Hampshire Cooperative Extension (Vendor #177867), 51 College Road, Durham, NH 03824 for the purpose of providing for an educated and informed community that will result in knowledge of and compliance with the Food and Drug Administration (FDA) Food Safety Modernization Act (FSMA) Produce Safety Rule years 3 - 5 in an amount not to exceed \$178,463 effective July 1, 2018, upon Governor and Executive Council approval, whichever is later, through June 30, 2021. 100% Federal Funds.

Funds to support this request are available in State Fiscal Year 2019 and SB 491 and are anticipated to be available in State Fiscal Year 2020 and 2021 upon availability and continued appropriation of funds in the future operating budgets, with the authority to adjust encumbrances between state fiscal years through the Budget Office without Governor and Executive Council approval, if needed and justified.

Funding is available in account, FSMA - Food Safety Modernization Act, as follows:  
**02-18-18-181010-38950000 FSMA – FOOD SAFETY MODERNIZATION ACT**

OBJECT					
<u>CLASS</u>	<u>ACCOUNT</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total</u>
102-500731	Contracts for Prog. Services:	\$65,844	\$58,289	\$54,330	\$178,463

**EXPLANATION**

The New Hampshire Department of Agriculture, Markets and Food (DAMF), Division of Regulatory Services requests this **sole source** as UNH Cooperative Extension (UNHCE) had worked with the Department of Health & Human Services, Division of Public Health Services (DPHS) as the lead agency on FDA Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) in receiving the FDA federal funds for years 1 & 2 for the development of this new program within the state. Legislation will move FSMA from DPHS to DAMF effective July 1, 2018. DAMF would like to continue with the UNHCE partnership in order to provide continuing education and training to the agriculture community, as well as, provide program assistance to support DAMF in implementing the Produce Safety Rule in the state.

UNHCE has proven experience doing related outreach, education and training for and with New Hampshire farms. Those farms that seek to become Good Agricultural Practices (GAP) certified turn to UNHCE for education on how to develop and complete the documentation to pass an audit, how to train their staff and how to keep the necessary records. Additionally, UNHCE also works with produce growers and food establishments to develop farm food safety plans, hazard plans and to implement safe food production and handling practices:

In 2013, UNH Cooperative Extension led the formation of a NH Food Safety and Modernization Act (FSMA) Task Force. The charge of the task force was to share the burden of becoming knowledgeable about the newly released proposed rules, educate farmers and the agricultural community at large and facilitate the input of public comments. More than twenty five (25) people joined the task force. The members represented all major agricultural agencies, organizations and commercial growers including: UNHCE, DAMF, DPHS, NH Farm Bureau, NH Conservation Districts, New England Farmers Union, NOFA-NH, Upper Valley Food Coops, members of the NH House of Representatives Environment and Agriculture Committee and seven commercial produce growers. Additionally, several agencies attended meetings to increase their understanding of the new law and how it might impact their programs.

Through in-person meetings, telephone conference calls, workshops and webinars, the group successfully educated themselves and the agricultural community in New Hampshire about the proposed rules as well as provided input into the draft rules. More than thirty five (35) questions and opinions were submitted to the FDA. The New Hampshire Task Force was joined by neighboring states of Vermont and Massachusetts. Together they learned, forged networks, and developed working relationships with key partners in the FDA, our state legislature and major agencies. UNHCE applied this proven approach to the outreach and informational sessions that helped build cooperation for compliance with the rules and development of a state inventory of applicable farms.

Working as a collaborative team UNH Cooperative Extension and the DAMF will assess, educate, train, develop and oversee the implementation of the FDA Produce Safety Rule at the state and local level. A farm friendly food safety framework will be developed that supports a well-informed food production community about good agricultural practices that can improve produce safety. The goal is to improve public health protection and minimize the risk of foodborne illness through education and implementation of established safe growing and harvesting practices for all farms. The promotion of food safety best practices will provide reasonable assurances that the produce is not contaminated by preventing the introduction of biological hazards during the growing, harvesting, packing and holding of produce. The benefit to farms adopting the Produce Safety Rule practices will be strengthened public confidence in locally produced fruit and vegetables.

FDA Produce Safety Rule working knowledge at the state level is on-going and includes working with UNHCE, to gather the "regulated" audiences and "regulating" audiences and hold discussions and focus groups to determine specific questions and concerns. The focus groups and meetings will also identify concerns that farmers may have, and assist the DAMF with communicating the benefits of complying with these new rules.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3  
May 23, 2018

Should the Governor and Executive Council not approve this request, the state's farms will not have the advantage of state level preparation and oversight, and instead the PSR will be implemented by the FDA and their inspectors.

Area served: Statewide

Source of funds: 100% Federal Funds from the United States Food and Drug Administration, Catalog of Federal Domestic Assistance #93.103, Federal Award Identification Number U18FD005917.

In the event that Federal Funds become no longer available, no additional General Funds will be requested to support this request.

Respectfully submitted,



Shawn N. Jasper  
Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Agriculture, Markets and Food**  
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 Agriculture, Markets and Food**, (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 **6/30/21**. 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: Food Safety Modernization Act - Produce Safety Rule Education in New Hampshire - Years 3-5**

- 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: Beth A. Kiley  
Address: NH Department of Agriculture,  
Markets & Food  
State House Annex - 25 Capital Street  
Concord, NH 03301

Phone: 603-271-3551

**Campus Project Administrator**

Name: Cheryl Moore  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 113  
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: Owen David

**Campus Project Director**

Name: Seth Wilner



Address: NH Department of Agriculture,  
Markets and Food  
State House Annex - 25 Capital Street  
Concord, NH 03301

Phone: 603-931-0949

Address: University of New Hampshire  
Cooperative Extension  
Sullivan County Office  
24 Main Street  
Newport, NH 03773-1515

Phone: 603-863-9200

- F. Total State funds in the amount of \$178,463 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. 1U18FD005917-03 from U.S. Food and Drug Administration under CFDA# 93.103. 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.

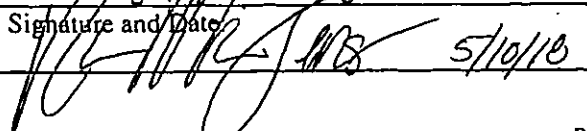
This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties 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 Agriculture, Markets and Food have executed this Project Agreement.

By An Authorized Official of:  
University of New Hampshire

Name: Karen M. Jensen

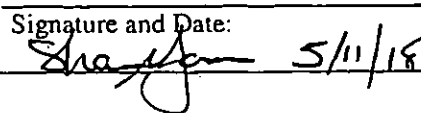
Title: Manager, Sponsored Programs Administration

Signature and Date:  5/10/18

By An Authorized Official of:  
Department of Markets, Agriculture and  
Food

Name: Shawn N. Jasper

Title: Commissioner

Signature and Date:  5/11/18

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

Name: *Tam Crodwick*

Title: *Assistant Attorney General*

Signature and Date:

*Tam Crodwick* 6/1/18

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

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

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

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

### EXHIBIT A

- A. **Project Title:** Food Safety Modernization Act - Produce Safety Rule Education in New Hampshire – Years 3-5 .
- B. **Project Period:** July 1, 2018 - June 30, 2021
- C. **Objectives:** Competition A: 5. Provide for an educated and informed farming community that will result in knowledge of and compliance with the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR).
- D. **Scope of Work:** See attached proposal dated April 20, 2018
- E. **Deliverables Schedule:** See attached proposal dated April 20, 2018
- F. **Budget and Invoicing Instructions:** See attached proposal dated April 20, 2018 for detailed budget. Campus will submit an invoice on a regular Campus invoice form monthly; State will pay Campus within 30 days of receipt of the invoice. Final invoice must be received no later than the project end date of 6/30/2021.

## 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.

UNIVERSITY OF NEW HAMPSHIRE



COOPERATIVE PROJECT PROPOSAL  
TO  
NH STATE SPONSOR:

Cover Page

PROPOSAL SUBMISSION DATE: April 20, 2018

PROJECT TITLE: Food Safety Modernization Act - Produce Safety Rule Education in New Hampshire – Years 3-5

PROJECT PERIOD: July 1, 2018 – June 30, 2021

PROJECT DIRECTOR

Name: Seth Wilner

Title: Extension Field Specialist, Food &  
Agriculture

Address:

UNH Cooperative Extension  
Sullivan County Office  
24 Main St.  
Newport, NH 03773-1515

Phone: 603-863-9200

E-mail: seth.wilner@unh.edu

PROJECT ADMINISTRATOR

Name: Cheryl Moore

Title: Grant and Contract Administrator

Address:

University of New Hampshire  
Sponsored Programs Administration  
51 College Rd.  
Durham, NH 03824

Phone: 862-1992

E-mail: cheryl.moore@unh.edu

On behalf of the University, it is my pleasure to submit the proposal described above. We appreciate your consideration of this project. UNH reserves the right to negotiate the terms and conditions of the Cooperative Project Agreement upon acceptance of the proposal.



## 2. Proposal Narrative

### Objectives:

Competition A: 5. Provide for an educated and informed farming community that will result in knowledge of and compliance with the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR).

### Scope of Work:

Plan for Year 3 July 1, 2018-June 30, 2019:

1. On-Farm Readiness Reviews (OFRR)
  - Two UNH Cooperative Extension staff who have received formal OFRR training will participate in an estimated 10 farm reviews. An additional staff member will shadow on some of these visits to gain the skills as she awaits a formal training opportunity
  - Three UNH Cooperative Extension staff will put together a mock OFRR at the University Research Farm to educate agricultural service providers, including Extension staff, agency staff, and others who work with farmers
  - Three staff members will devote 38 days to On-Farm Readiness Reviews
2. Produce Safety Alliance (PSA) training for growers
  - Provide a PSA certified training for producers that will allow them to meet legal compliance and also qualify for On-Farm Readiness Reviews
  - UNH Cooperative will handle venue selection, registration, securing a lead instructor, ordering materials, and other allowable associated costs.
  - UNH Cooperative Extension will have two staff members co-teach along with a certified lead instructor
  - Total days of effort planned is 6 days for staff on this grant
3. Educational resources and outreach to meet produce grower's food safety educational needs, including, but not limited to:
  - Videos and web-based decision tools focused on farm food safety and FSMA compliance topics; e.g. how to clean and sanitize food contact surfaces; how to develop/implement/manage food safety plans
  - Fact Sheets on farm food safety practices and FSMA topics relative to Produce Safety Rule
  - Education on adapting record keeping to meet FSMA mandates
  - Education on Best-Management Practices (BMPs) for on-farm food safety
  - Conduct at least 10 farm visits
  - Four UNH Cooperative Extension staff will devote at least 21 days to these efforts
4. Invited presentations:
  - Three UNH Cooperative Extension staff will deliver three presentations to NH agency, agricultural organizations, farm groups and other similar audience groups. The presentations will focus on any aspect of the FSMA Produce Safety Rule
  - Six days of effort between the three staff members will be devoted to these outreach efforts



COOPERATIVE PROJECT PROPOSAL

5. Workshops for targeted audiences
  - One workshop for produce buyers so they understand what is and what is not required of growers for FSMA
  - One workshop for agricultural lenders so they understand the requirements of FSMA. These include Farm Service Agency, Farm Credit System, Commercial lenders, and other such groups
  - Three UNH Cooperative Extension staff will devote a total of 4 days to this effort
  
6. Professional Development
  - Three UNH Cooperative Extension staff will attend the annual Northeast Center to Advance Food Safety (NECAFS) FSMA meeting. This meeting brings together agricultural service providers and farmers to learn about updates relative to FSMA, as well as initiatives
  - UNH Cooperative Extension staff will attend the Northeast Region Workgroup annual meeting if there is a separate Northeast Region Workgroup meeting from the NECAFS annual meeting
  - One UNH Cooperative Extension staff member will attend the 2019 National Consortium for Produce Safety Program Development meeting. This national meeting is for grant administrators and sub awardees to get together and learn about FSMA related topics, including funding and reporting requirements
  - The four staff will allocate a combined 20 days to these events, including travel
  
7. NH Inter-agency FSMA Team Meetings
  - Two staff members will attend in-person meetings and additional phone conference meetings
  - The meetings will discuss FSMA and grant implementation topics for NH
  - The two staff members will devote a combined total of 10 days to these activities

Plan for Year 4 – July 1, 2019-June 30, 2020:

1. On-Farm Readiness Reviews (OFRR)
  - Three UNH Cooperative Extension staff who have received formal OFRR training will participate in an estimated 12 farm reviews
  - Three staff members will devote a combined 28 days to On-Farm Readiness Reviews
  
2. Produce Safety Alliance (PSA) training for growers
  - Provide a PSA certified training for producers that will allow them to meet legal compliance and also qualify for On-Farm Readiness Reviews
  - UNH Cooperative will handle venue selection, registration, securing a lead instructor, ordering materials, providing food, etc.
  - UNH Cooperative Extension will have two staff members co-teach along with a certified lead instructor
  - Total days of effort planned is 8 days for staff on this grant
  
3. Educational resources and outreach to meet produce grower's food safety educational needs, including, but not limited to:



COOPERATIVE PROJECT PROPOSAL

- Fact Sheets on farm food safety practices and FSMA topics relative to Produce Safety Rule
  - Conduct at least four farm visits.
  - Two UNH Cooperative Extension staff will devote at least 10 days to these efforts
4. Invited presentations
- Two UNH Cooperative Extension staff will deliver two presentations to NH agency, agricultural organizations, farm groups and other similar audience groups. The presentations will focus on any aspect of the FSMA Produce Safety Rule
  - Eight days of effort between the three staff members will be devoted to these outreach efforts
5. Workshops for targeted audiences
- One workshop for all audiences on the final changes to the water portion of the Produce Safety Rule. This workshop will focus on the requirements of this portion of the rule, compliance mandates, and tools such as web-based calculators that growers can use
  - Three UNH Cooperative Extension staff will devote a combined 9 days to this effort
6. Professional Development
- Three UNH Cooperative Extension staff will attend the annual Northeast Center to Advance Food Safety (NECAFS) FSMA meeting. This meeting brings together agricultural service providers and farmers to learn about updates relative to FSMA, as well as initiatives
  - One UNH Cooperative Extension staff member will attend the Third Annual Produce Alliance meeting. This national meeting is for grant administrators and sub awardees to get together and learn about FSMA related topics, including funding and reporting requirements
  - The four staff will allocate a combined 20 days to these events, including travel
7. NH Inter-agency FSMA Team Meetings
- Two staff members will attend in-person meetings and additional phone conference meetings
  - The meetings will discuss FSMA and grant implementation topics for NH.
  - The two staff members will devote a combined total of 10 days to these activities
8. Grant administration
- Managing expenses and reimbursements
  - Reporting and documentation
  - Four days will be devoted to this effort

Plan for Year 5 – July 1, 2020-June 30, 2021:

1. On-Farm Readiness Reviews (OFRR)
- Two UNH Cooperative Extension staff who have received formal OFRR training will participate in an estimated 10 farm reviews
  - Three staff members will devote a combined 20 days to On-Farm Readiness Reviews



COOPERATIVE PROJECT PROPOSAL

2. Produce Safety Alliance (PSA) training for growers
  - Provide a PSA certified training for producers that will allow them to meet legal compliance and also qualify for On-Farm Readiness Reviews
  - UNH Cooperative will handle venue selection, registration, securing a lead instructor, ordering materials, providing food, etc.
  - UNH Cooperative Extension will have two staff members co-teach along with a certified lead instructor
  - Total days of effort planned is 8 days for staff on this grant
3. Educational resources and outreach to meet produce grower's food safety educational needs, including, but not limited to:
  - Conduct at least five farm visits.
  - Two UNH Cooperative Extension staff will devote at least 10 days to these efforts
4. Invited presentations
  - Two UNH Cooperative Extension staff will deliver two presentations to NH agency, agricultural organizations, farm groups and other similar audience groups. The presentations will focus on any aspect of the FSMA Produce Safety Rule
  - Eight days of effort between the two staff members will be devoted to these outreach efforts
5. Workshops for targeted audiences
  - One workshop for all audiences on the final changes to the water portion of the Produce Safety Rule. This workshop will focus on the requirements of this portion of the rule, compliance mandates, and tools such as web-based calculators that growers can use
  - Three UNH Cooperative Extension staff will devote a combined 9 days to this effort
6. Professional Development
  - Three UNH Cooperative Extension staff will attend the annual Northeast Center to Advance Food Safety (NECAFS) FSMA meeting. This meeting brings together agricultural service providers and farmers to learn about updates relative to FSMA, as well as initiatives
  - One UNH Cooperative Extension staff member will attend the Third Annual Produce Alliance meeting. This national meeting is for grant administrators and sub awardees to get together and learn about FSMA related topics, including funding and reporting requirements
  - The four staff will allocate a combined 20 days to these events, including travel
7. NH Inter-agency FSMA Team Meetings
  - Two staff members will attend in-person meetings and additional phone conference meetings
  - The meetings will discuss FSMA and grant implementation topics for NH.
  - The two staff members will devote a combined total of 10 days to these activities
8. Grant administration
  - Managing expenses and reimbursements
  - Reporting and documentation
  - Four days will be devoted to this effort





Budget Justification Narrative

Year 3 – July 1, 2018-June 30, 2019

1. Salaries and Wages:

\$32,547

Personnel:

Seth Wilner, UNH Cooperative Extension Field Specialist, Agricultural Business Management will be the PI of this sub-award. He will expend 1.5 months of his time on the following efforts:

- On-farm Readiness Reviews
- PSA Grower Training
- Invited Presentations
- Agricultural Lenders Workshop
- Farm visits
- Third Annual Produce Alliance Meeting
- Inter-agency FSMA Team meetings
- Grant administration and reporting

Heather Bryant, UNH Cooperative Extension Field Specialist, Fruit and Vegetable Production, will expend 1.6 months of her time on the following efforts:

- On-farm Readiness Reviews
- PSA Grower Training
- Agricultural Buyers Workshop
- Invited Presentation
- Educational materials development
- Farm visits
- NECAFS Annual Meeting
- Inter-agency FSMA Team meetings

Mary Choate, UNH Cooperative Extension Field Specialist, Food Safety, will expend 1.2 months of her time on the following efforts:

- On-farm Readiness Reviews
- PSA Grower Training
- Agricultural Buyers Workshop
- Invited Presentations
- Educational materials development
- Farm visits
- NECAFS Annual Meeting

Courtenay Simmons, UNH Cooperative Extension Field Specialist, Food Safety, will expend 0.6 months of her time on the following efforts:

- Educational materials development
- Farm visits
- NECAFS Annual Meeting



COOPERATIVE PROJECT PROPOSAL

Year 4 – July 1, 2019-June 30, 2020

1. Salaries and Wages:

\$28,333

Personnel:

Seth Wilner, UNH Cooperative Extension Field Specialist, Agricultural Business Management will be the PI of this sub-award. He will expend 1.0 months of his time on the following efforts:

- On-farm Readiness Reviews
- Third Annual Produce Alliance Meeting
- Inter-agency FSMA Team meetings
- Grant administration and reporting

Heather Bryant, UNH Cooperative Extension Field Specialist, Fruit and Vegetable, will expend 0.7 months of her time on the following efforts:

- On-farm Readiness Reviews
- Water Workshop
- NECAFS Annual Meeting

Mary Choate, UNH Cooperative Extension Field Specialist, Food Safety, will expend 1.7 months of her time on the following efforts:

- On-farm Readiness Reviews
- PSA Grower Training
- Water Workshop
- Invited Presentations
- Farm visits
- NECAFS Annual Meeting
- Inter-agency FSMA Team meeting

Courtenay Simmons, UNH Cooperative Extension Field Specialist, Food Safety, will expend 1.0 months of her time on the following efforts:

- PSA Grower Training
- Water Workshop
- Invited Presentations
- Farm visits
- NECAFS Annual Meeting
- Educational materials development

Year 5 July 1, 2020-June 30, 2021

1. Salaries and Wages:

\$25,895

Personnel:

Seth Wilner, UNH Cooperative Extension Field Specialist, Agricultural Business Management will be the PI of this sub-award. He will expend 0.6 months of his time on the following efforts:

- Third Annual Produce Alliance Meeting
- Inter-agency FSMA Team meetings
- Grant administration and reporting

Heather Bryant, UNH Cooperative Extension Field Specialist, Fruit and Vegetable, will expend 0.4 months of her time on the following efforts:

- Water Workshop



## COOPERATIVE PROJECT PROPOSAL

- NECAFS Annual Meeting

Mary Choate, UNH Cooperative Extension Field Specialist, Food Safety, will expend 1.7 months of her time on the following efforts:

- On-farm Readiness Reviews
- PSA Grower Training
- Water Workshop
- Invited Presentations
- Farm visits
- NECAFS Annual Meeting
- Inter-agency FSMA Team meetings

Courtenay Simmons, UNH Cooperative Extension Field Specialist, Food Safety, will be expanded 1.4 months of her time on the following efforts:

- On-farm Readiness Reviews
- PSA Grower Training
- Water Workshop
- Invited Presentations
- Farm visits
- Educational outreach
- NECAFS Annual Meeting

2. **Fringe Benefits:** The Employee Benefit Rates are based on UNH's most current Rate Agreement with the U. S. Department of Health and Human Services, as required under OMB Circular A-21. A copy of the Rate Agreement is provided annually to the NH Department of Administrative Services. The full Employee Benefits rate applies to salaries and wages, except for hourly and college work study wages, graduate student salaries, and faculty summer salaries. The partial rate applies to non-student hourly wages, FICA-eligible graduate student pay, faculty summer salaries, and other exceptions to faculty and staff contract pay. The post-doctoral research rate applies to all postdoctoral staff.

Year 3 July 1, 2018-June 30, 2019	\$13,767
Year 4 July 1, 2019-June 30, 2020	\$11,985
Year 5 July 1, 2020-June 30, 2021	\$10,954

## 3. Travel:

Year 3: \$5,943

- In-state travel - \$2,943 = 5,400 miles at \$.545/mile. Travel will be utilized for all activities listed above.
- Out-of-state travel - \$3,000 = plane fare and room and board to out-of-state conferences listed above.

Year 4: \$5,943

- In-state travel - \$2,943 = 5,400 miles at \$.545/mile. Travel will be utilized for all activities listed above.
- Out-of-state travel - \$3,000 = plane fare and room and board to out-of-state conferences listed above.



COOPERATIVE PROJECT PROPOSAL

Year 5: \$6,270

- In-state travel - \$3,270 = 6,000 miles at \$.545/mile. Travel will be utilized for all activities listed above.
- Out-of-state travel - \$3,000 = plane fare and room and board to out-of-state conferences listed above.

4. **Supplies & Services:**

None

5. **Equipment:**

None

6. **Facilities and Administrative Costs:** The Facilities and Administrative Cost Rate is based on UNH's most current Rate Agreement with the U. S. Department of Health and Human Services, as required under OMB Circular A-21, unless capped by the State of New Hampshire or Federal Sponsor. A copy of the Rate Agreement is provided to the NH Department of Administrative Services when rates change.

Facilities & Administrative (indirect) costs are calculated according to UNH's current negotiated rate agreement with the Federal government. For the proposed budget, an "on campus/off campus/instruction/other" rate with a Modified Total Direct Costs base is applied. The applicable rate, as shown on our Federal agreement is 26/38.2%. The US Department of Health and Human Services is UNH's cognizant federal agency.

Year 3 July 1, 2018-June 30, 2019	\$13,587
Year 4 July 1, 2019-June 30, 2020	\$12,028
Year 5 July 1, 2020-June 30, 2021	\$11,211

**Totals:**

Year 3 July 1, 2018-June 30, 2019	\$65,844
Year 4 July 1, 2019-June 30, 2020	\$58,289
Year 5 July 1, 2020-June 30, 2021	\$54,330

**Total contract amount: \$178,463**