



New Hampshire Fish and Game Department

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Glenn Normandeau
Executive Director

July 6, 2015

Her Excellency, Governor Margaret Wood Hassan
And The Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department to enter into a Sole Source Cooperative Project Agreement with the University of New Hampshire (vendor code 177867), 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, for continuation of the UNH Extension Wildlife Conservation Program for a total of \$375,517 from Governor and Council approval through June 30, 2017. 95% Federal funds; 5% Conservation License Plate funds.

Funds to support this request are anticipated to be available in the following accounts in FY 2016 and FY 2017 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

03-75-75-751520-2150 Wildlife Program - Wildlife Programs Management = FW25T

	<u>FY2016*</u>	<u>FY2017*</u>
20-07500-21500000-304-500841 Research & Management	\$116,475	\$116,970

03-75-75-751520-2125 Wildlife Program - Nongame Program Management =T9

	<u>FY2016*</u>	<u>FY2017*</u>
20-07500-21250000-304-500841 Research & Management	\$56,574	\$67,498

03-75-75-751520-2139 Wildlife Program - Conservation License plate = NEC grant

	<u>FY2016*</u>	<u>FY2017*</u>
20-07500-21390000-304-500841 Research & Management	\$9,000	\$9,000

*Pending budget approval

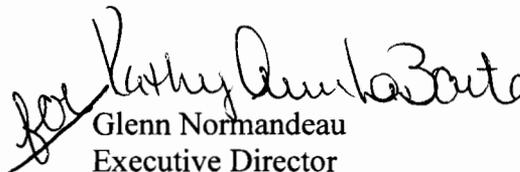
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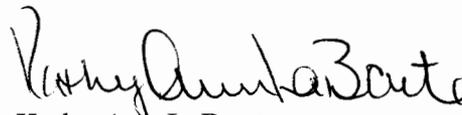
EXPLANATION

The Extension Wildlife Conservation Program consists of projects that are described in the attached Scope of Services. The first project, Technical Training and Information on Habitat Management, has been active since January 1985. Through this project technical assistance and training on wildlife habitat enhancement is provided to New Hampshire's landowners, consulting foresters, natural resource professionals and land use decision makers. This project includes NH Coverts, a multi-partner, Extension coordinated volunteer training program. The projects are a portion of Federal Grant FW25T, and are funded 75% from the Federal Aid in Sport Fish and Wildlife Restoration Program matched with 25% non-federal funds from UNH Cooperative Extension.

The second project, Taking Action for Wildlife, will enhance the delivery and implementation of the State's Wildlife Action Plan and conservation of species at risk. Federal funds are available for this program through the State Wildlife Grants Program, administered by the U.S. Fish and Wildlife Service. The required non-federal match for these funding sources will be provided by UNH Cooperative Extension. Funds for the third project, the New England cottontail conservation initiative, are from the NHFG nongame program portion of the Conservation License Plate Fund, with non-federal matching funds provided again by UNH Cooperative Extension.

Respectfully submitted,


Glenn Normandeau
Executive Director


Kathy Ann LaBonte
Chief, Business Division

COOPERATIVE PROJECT AGREEMENT

Between the

**STATE OF NEW HAMPSHIRE, Fish and Game Department and
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, **Fish and Game Department** (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 **June 30, 2017**. 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: **Extension Wildlife Conservation Program**

- 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: Kathy LaBonte
Address: Fish & Game Department
11 Hazen Drive
Concord, NH 03301
Phone: 271-2741

Campus Project Administrator

Name: Dianne Hall
Address: UNH Office of Sponsored Research
51 College Road
Durham, NH 03824
Phone: 862-1942

- 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: Mark Ellingwood
Address: Fish & Game Department
11 Hazen Drive
Concord, NH 03301
Phone: 271-2461

Campus Project Director

Name: Matt Tarr
Address: UNH Cooperative Extension
214 Nesmith Hall
Durham, NH 03824
Phone: 862-3594

Campus Authorized Official KS
Date 7/27/15

F. Total State funds in the amount of \$375,517 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.

F

Check if applicable

Campus will cost-share 41.7 % 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 #s FW-25-T, T-9-T-2, U2NEC3 from US Fish and Wildlife Service under CFDA #s 15.611, and 15.634. 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

If amended by mutual agreement of the parties, 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 are hereby amended to read:

H. 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, Fish and Game Department, have executed this Project Agreement.

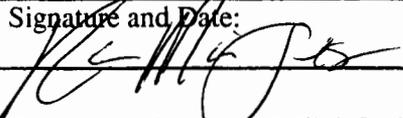
By An Authorized Official of:

University of New Hampshire

Name: Karen M. Jensen

Title: Manager, Sponsored Programs Administration

Signature and Date:

 7/2/15

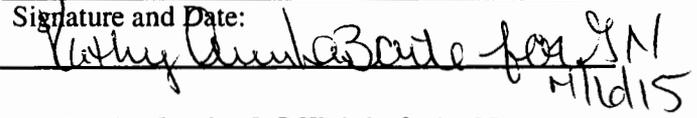
By An Authorized Official of:

Fish and Game Department

Name: Glenn Normandeau

Title: Executive Director

Signature and Date:

 7/2/15

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

Name: Christopher G. Aslin

Title: Assistant Attorney General

Signature and Date:

 7/8/15

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

Name:

Title:

Signature and Date:

Campus Authorized Official 
Date 7/2/15

EXHIBIT A

Extension Wildlife Conservation Program

I. TECHNICAL INFORMATION AND GUIDANCE IN FISH AND WILDLIFE MANAGEMENT

A. Project Title: Technical Training and Information Program (Grant FW-25-T, Project I, Job 3)

B. Project Period: July 1, 2015 – June 30, 2017

C. Objectives:

1. Annually provide technical training on wildlife habitat identification, conservation and management for 600 to 800 landowners, natural resource professionals, foresters, regional planners and community decision makers through workshops, presentations and other similar forums.
2. Disseminate habitat management and restoration information to landowners, natural resource professionals, foresters, regional planners and community decision makers via online and print materials including publishing 6 newsletter articles in the *Taking Action for Wildlife* e-newsletter, that features landowner success stories and/or a different critical habitat in each issue. Track and report use of TAFW website.
3. Annually provide technical guidance on habitat management and restoration for at least 40 private landowners who control 5,000 acres to help them make informed management and conservation decisions on their properties in line with goals of the Wildlife Action Plan, Game Management Plans, and other pertinent state and regional wildlife conservation plans.
4. Work directly with 4-8 communities to implement wildlife management on community-owned land including assisting them with finding funding sources, and developing outreach to the community about the habitat management.
5. Sustain the effectiveness of the Coverts Project by providing annual training and maintaining regular contact with the project cooperators, currently numbering 280+/-, and conducting an annual training workshop for 20 to 25 new volunteers.

D. Scope of Work

1. Technical Training & Information on Habitat Management

State will continue this project with the Campus Cooperative Extension to provide technical training and information on wildlife habitat conservation to landowners, natural resource management professionals, community leaders, regional planners and other conservation groups. The project includes developing and conducting training workshops in consultation with NH Fish & Game staff, conducting site visits and producing management recommendations, distributing

relevant research-based information to landowners, land managers, community decision makers, other conservation groups, and other work related to achieving the project objective.

Tasks include meeting with individual landowners on site upon request to provide technical assistance and recommendations on management and conservation of wildlife habitats and directing landowners to additional resources, including the *Taking Action for Wildlife* website, the WAP, cost-share programs, workshops, and natural resource professionals. Tasks also include delivering workshops and presentations for landowners and natural resource professionals at local, regional and statewide events, and creating articles for the Taking Action for Wildlife e-newsletter featuring landowner success stories with habitat management, and articles that feature different habitats for landowners to learn more about their management. UNHCE will consult with NH Fish & Game staff regarding priority workshop topics and target audiences.

2. New Hampshire Coverts Project

The New Hampshire Coverts Project is an Extension-coordinated wildlife volunteer program. Through a network of 280+/- trained volunteers, the program's mission is to enhance wildlife habitat and promote long-term stewardship of our natural resources. Coordination of this program is instrumental in the success of the Covert's Project. The project includes training workshops, publications, Internet-based resources, and conservation project assistance. Technical information and conservation tools, developed as part of this Project, will accelerate the conservation of species and habitats of concern, and ecological systems in New Hampshire.

Funding for both 1 and 2 above is from Federal Aid in Sport Fish and Wildlife Restoration Program (Grant FW25T, Project I, Job 3). Federal funds provide 75% of the project costs, with the 25% non-federal match from Campus.

E. Deliverables:

1. Technical Training and Information on Habitat Management

Targeting natural resource professionals, landowners, land managers and community decision makers, Campus will provide the following deliverables:

- Training workshops that reach 600 to 800 landowners, natural resource professionals, foresters, regional planners and community decision makers annually.
- *Taking Action for Wildlife* e-newsletter including 6 newsletter articles that feature landowner success stories and/or a different critical habitat in each issue.
- Site visits and management recommendations for at least 40 private landowners who control at least 5,000 acres.
- Working with 4-8 communities to implement wildlife management on community-owned land including assisting them with finding funding sources, and developing outreach to the community about the habitat management.
- Distribution of relevant research-based information about habitat management to land managers and community decision makers via meetings, email, web site, publications, articles, and other media.

- Annual report delivered, by July 15 of each year that contains data for the following metrics.

Technical Training Metrics

- Number of landowners, natural resource professionals, foresters, regional planners and community decision makers reached through workshops, presentations, field trips, etc.
- Summary table with a record for each workshop that details workshop topic, date and location of delivery, format (e.g. half day, full day, 1 hr presentation, field trip), target audience(s), number of attendees.

Dissemination of Information Metrics

- Number of Taking Action for Wildlife articles published and topics of each.
- Number of unique visits to the Taking Action for Wildlife website

Private Landowner Technical Assistance Metrics

- Number of landowners provided technical assistance
- Number of acres represented by those landowners
- Number of referrals to consulting wildlife biologists or foresters
- Number of referrals to cost-share programs

Community Technical Assistance Metrics

- Number of communities provided technical assistance
- Number of acres represented by those community lands
- Summary of issues addressed
- Summary of implemented habitat management
- Summary of community outreach implemented

2. New Hampshire Coverts Project

Targeting motivated landowners, local decision makers, and others who will spread the word of good stewardship and wildlife conservation, Campus will provide the following deliverables:

- Coordination of 280+/- "volunteers working for wildlife" (the NH Coverts Project)
- A comprehensive 3-day annual training workshop for a new group of Coverts volunteers
- An assemblage of wildlife conservation and land stewardship print and web resources and which includes the 2015 Wildlife Action Plan is provided to all new Coverts volunteers
- Additional training and communications for Coverts volunteers via a listserv or blog and newsletter
- Annual report delivered, by July 15 of each year that contains data for the following metrics.
 - Number of new Coverts volunteers trained.
 - Total number of active Coverts volunteers since program inception.
 - Acres of lands conserved by Coverts volunteers over the past 12 months.
 - Number of Coverts volunteers implementing habitat management in the last 12 months.
 - Number of managed habitat acres by management type (i.e., resource inventory, timber stand improvement, grasslands/old fields management, hardwood management, wetland enhancement, early successional management, softwood management.

- Number of volunteer hours provided by Coverts for their outreach activities (e.g. leading or hosting natural resource tours, presentations to adult groups, staffing natural resource exhibits).
- Number of people reached by Coverts volunteers.
- Number of posts and visitation statistics for the Coverts Blog, “Volunteers Working for Wildlife”

II. WILDLIFE ACTION PLAN TECHNICAL ASSISTANCE

A. Project Title: Taking Action for Wildlife (Grant T-9-T-2)

B. Project Period: July 1, 2015 – June 30, 2017

C. Objectives: To provide a specialized technical assistance and outreach about New Hampshire’s endangered and threatened species and related habitats through a variety of approaches targeted to different audiences

The objective will be achieved by: a) Providing targeted technical assistance to regional land trusts, community decision-makers, Campus and NHFG staff, volunteers, and natural resources professionals b) Actively engaging audiences through educational materials, workshops, and other programs describing key conservation strategies and habitat restoration opportunities for species and habitats at risk.

D. Scope of Work and E. Deliverables

1. Project Management (Grant T-9-T-2, Project 3)

Coordinate technical assistance strategies with the Taking Action for Wildlife (TAFW) project team. Keep records of project activities and results, conduct and compile program evaluations, maintain database of TAFW program participants, and compile progress and annual reports. Edit and publish the Taking Action for Wildlife e-newsletter three times per year. Coordinate with NHFG regarding newsletter content and articles. Promote and update the website *takingactionforwildlife.org* as a primary resource for wildlife information for communities, landowners, land trusts and natural resources professionals. Coordinate presentations at workshops and other meetings on wildlife habitat management, conservation planning and similar topics. Print and distribute the Habitat Stewardship Brochure Series and other materials that are used with all audiences to provide stewardship guidance.

Expected Results:

- The Taking Action for Wildlife Team will meet 4-5 times per year.
- Data on program effectiveness will be collected in a manner consistent with NHFG and Federal Aid reporting requirements.
- 1,500+ people will receive the newsletter, learn of new WAP related information and use wildlife and habitat conservation strategies promoted through *takingactionforwildlife.org*.
- 250 participants will attend up to 10 workshops and learn how to use WAP strategies and information in their communities and on their lands.

- Up to five newsletter articles featuring progress and successes of participating communities plus articles on conservation organisations implementing the Wildlife Action Plan, volunteers at work, and newly available resources.
- Six email newsletters will reach up to 1500 people for each issue.

2. Technical Assistance for Planning (T-9-T-2, Project 3)

Update *takingactionforwildlife.org* to incorporate changes in species, habitats and strategies in the 2015 Wildlife Action Plan. Assist in the development of a statewide workshop series on the 2015 Wildlife Action Plan, including workshops at statewide conferences, hosted by land trusts and other regional groups, and incorporated into Coverts, Natural Resource Stewards and other volunteer and staff trainings. Assist in the development of other resources, including print and social media, to disseminate the 2015 Wildlife Action Plan.

Develop additional on-line learning tools for communities and conservation organizations through *takingactionforwildlife.org*. This will involve more accessible website information to help guide communities and land trusts through the steps to achieve their goals. Tools may include enhanced templates for incorporating wildlife and habitat information into town documents, enhanced “how to” steps, and information about the relevant conservation strategies specific to climate change.

Project staff will work with up to 15 communities and at least one land trust using the on-line learning tools and face-to-face interactions. Technical assistance will be customized for each community. Performance will be tracked on integration of wildlife information into land protection, land management, town documents, and/or websites. Staff will compile a database to document this information. Local land trusts will be encouraged to participate in community planning efforts. Regional Planning Commissions will also be encouraged to join.

Deliver workshops and presentations for communities and conservation organizations at local, regional and statewide events. Create articles for the e-newsletter featuring progress and successes of the participating communities.

Follow up with all communities and conservation groups that have participated in *Taking Action for Wildlife* since 2006 through to the present. Follow up will occur every 1-2 years to chart and document their progress and achievements since working with the TAFW team. Success stories will be published on the Stories section of the *takingactionforwildlife.org* website to inspire other communities, land trusts and other conservation organizations to do similar work.

Expected Results:

- 10 to 15 communities and at least one land trust will complete tasks towards their wildlife/habitat protection goals and will have taken at least one step towards the creation of a conservation plan.
- 100+ community and land trust members will use new web tools.

- The Communities and Conservation Organizations sections of *takingactionforwildlife.org* will be enhanced and will incorporate changes from the 2015 Wildlife Action Plan.
- 100+ community and land trust members will attend wildlife workshops

3. Technical Assistance on Species and Habitats (Grant T-9-T-2, Project 5)

Under the NH Endangered Species Conservation Act, 29 species of wildlife are listed as endangered and 17 are listed as threatened. Among these 46 species, 10 are also listed by the US Fish and Wildlife Service as threatened or endangered. In addition 41 species of invertebrates have been selected as SGCN in the 2015 WAP revision. To the extent that these species require specialized training and outreach UNH Cooperative Extension will work with NHFG to deliver technical assistance.

Information about how landowners can assist these species will be incorporated into workshops, *takingactionforwildlife.org*, and print and social media. This includes habitat management, avoiding disturbance and recording their data on Wildlife Sightings.

Specific species, or groups of species, will be targeted for more in-depth information, such as bats. This will include a species-specific brochure and enhanced information on the *takingactionforwildlife.org* website and the NHFG website. Reptiles and amphibians will be added to the Speaking for Wildlife program.

Expected Results:

- Participants in outreach efforts will recognize the importance of New Hampshire's diversity of nongame wildlife, how they can assist in the efforts to protect SGCN, and will understand the species protected by state and federal laws and the role that local communities can play in those efforts
- 2-3 new brochures will highlight threatened, endangered or special concern wildlife and how landowners can help manage habitat for them.
- A new presentation on reptiles and amphibians will be created for the Speaking for Wildlife program, and 10 volunteers will be trained to give it.

III. Range-wide New England Cottontail Initiative

A. Project Title: NH New England Cottontail Technical Guidance (Grant U2NEC3)

B. Project Period: July 1, 2015 – June 30, 2017

C. Objective: To provide technical guidance and outreach to landowners, communities, conservation organizations, natural resource professionals, and the general public regarding New England cottontail rabbits (NEC) and young forest/shrubland habitats.

The objective will be achieved by: a) Providing targeted education and technical assistance to towns, landowners, conservation partners and volunteers b) Providing one-on-one technical assistance to private landowners, and c) Actively engaging audiences

through educational materials, workshops, and other programs describing key conservation strategies and habitat restoration opportunities for NEC.

D. Scope of Work and Deliverables

Provide outreach, education and technical guidance in communities where NEC management is planned for landowners who are concerned about neighborhood perception of management. Engage appropriate landowners within identified NEC focus areas and provide technical assistance for habitat management. Participate in in NEC Regional Outreach working group and NH Land Management Team.

Expected Results:

- Participation in the New Hampshire Land Management Team 3-4times per year to discuss targeted landowner recruitment in NEC Focus Areas.
- Participation in New England Cottontail Regional Outreach working group meeting 4-6 times per year.
- Organize up to 4 volunteer days or trainings per year to assist with pellet surveys and shrub plantings.
- Up to 10 landowners will be provided technical guidance to make informed management and conservation decisions on their properties in line with goals of the NEC Conservation Strategy.
- Organize and provide up to 2 workshops or presentations to showcase NEC.

F. Budget and Invoicing Instructions:

**I. Technical Information And Guidance In Fish And Wildlife Management
(Grant FW-25-T Project 1, Job 3)**

July 1, 2015 - June 30, 2017	State	Cost Share	Total
Salary	\$119,647	\$44,980	\$164,627
Fringe	\$44,629	\$16,778	\$61,407
Supplies	\$14,000		\$14,000
Travel	\$6,998		\$6,998
Facilities & Admin (26%)	\$48,171	\$16,057	\$64,228
Total	\$233,445	\$77,815	\$311,260

II. Taking Action for Wildlife (Grant T-9-T)

July 1, 2015 - June 30, 2017

	State	Cost Share	Total
Salary	\$57,084	\$38,618	\$95,702
Fringe	\$21,292	\$14,404	\$35,697
Supplies	\$5,200		\$5,200
Travel	\$2,600		\$2,600
Contractual (NHACD)	\$12,293		\$12,293
Facilities & Admin (26%)	\$25,603	\$13,786	\$39,389
Total	\$124,072	\$66,808	\$190,880

IV. Range-wide New England Cottontail Initiative (Grant U2NEC3)

July 1, 2015 - June 30, 2017

	State	Cost Share	Total
Salary	\$9,676	\$6,966	\$16,642
Fringe	\$3,609	\$2,598	\$6,207
Supplies	\$401		\$401
Travel	\$600		\$600
Facilities & Admin (26%)	\$3,714	\$2,486	\$6,200
Total	\$18,000	\$12,050	\$30,050

1. Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Each invoice will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories, and shall document cumulative cost sharing through the end of the invoicing period. Normally, State will pay Campus within 30 days of receipt of each invoice. Reimbursement may be subject to submission and acceptance of progress reports, if such reports are requested by State.
2. Campus will submit its final invoices not later than 45 days after the Project Period end date. Reimbursement for the final invoices shall not be made until all required reports have been

Campus Authorized Official KS
Date 7/2/15

approved by the Division of Federal Aid, U.S. Fish and Wildlife Service, Hadley, Massachusetts, as required by Sport Fish and Wildlife Restoration Act regulations.

G. Other: Any publications or publicity regarding these projects shall recognize funding sources and cooperative arrangements with New Hampshire Fish and Game and the U.S. Fish and Wildlife Service.

EXHIBIT B

Federal Award Information and Compliances

This project is funded under a Grant/Contract/Cooperative Agreement to the State from the Federal Sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of the Federal Grant/Contract/Cooperative Agreement are 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 Circular 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 .