



# New Hampshire Fish and Game Department

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Glenn Normandeau  
Executive Director

June 4, 2013

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

*Sole Source*

### 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 \$311,501 from July 1, 2013 through June 30, 2015. 94% Federal funds; 6% Conservation License Plate funds.

Pending budget approval, funding is available for these services and will be expended as follows, with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified:

<b>03-75-75-751520-2150 Wildlife Program - Wildlife Programs Management</b>		
	<u>FY2014*</u>	<u>FY2015*</u>
20-07500-21500000-304-500841 Research & Management	\$100,000	\$100,000
<b>03-75-75-751520-2125 Wildlife Program - Nongame Program Management</b>		
	<u>FY2014*</u>	<u>FY2015*</u>
20-07500-21250000-304-500841 Research & Management	\$42,653	\$50,848
<b>03-75-75-751520-2139 Wildlife Program - Conservation License plate</b>		
	<u>FY2014*</u>	<u>FY2015*</u>
20-07500-21390000-304-500841 Research & Management	\$8,927	\$9,073

\*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 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, **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 **6/30/15**. 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 Ann LaBonte  
 Address: NH Fish and Game  
11 Hazen Dr.  
Concord, NH 03301

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Phone: 603-271-2741

**Campus Project Administrator**

Name: Dianne Hall  
 Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 116  
Durham, NH 03824

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Phone: 603-862-1942

- 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 and Game Department  
11 Hazen Dr.  
Concord, NH 03301

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Phone: 271-2461

**Campus Project Director**

Name: Matt Tarr  
 Address: UNH Cooperative Extension  
214 Nesmith Hall  
131 Main St.  
Durham, NH 03824

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Phone: 862-3594

F. Total State funds in the amount of **\$311,501** 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 **29 %** 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. **FW-25-T and T-9-T-2** from **U.S. Fish and Wildlife Service** under CFDA# **15.605 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.

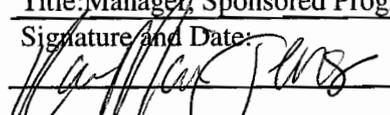
G. Check if applicable

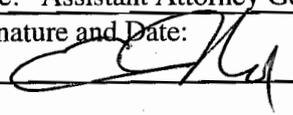
Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

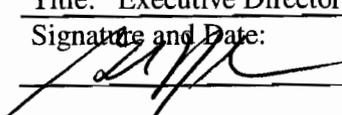
H.  State has chosen **not to take** possession of equipment purchased under this Project Agreement.  
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's 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, **Fish and Game** 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:  6/4/13

**By An Authorized Official of:** the New Hampshire Office of the Attorney General  
Name: Evan J. Mulholland  
Title: Assistant Attorney General, DOJ  
Signature and Date:  6-6-13

**By An Authorized Official of:**  
**Fish and Game**  
Name: Glenn Normandeau  
Title: Executive Director  
Signature and Date:  6/6/13

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

## 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, 2013 – June 30, 2015

**C. Objectives:**

Annually provide technical training on wildlife habitat identification, conservation and management for 600 to 800 natural resource professionals, foresters, regional planners and community decision makers through workshops, presentations and other forums.

Annually provide technical guidance on habitat management and restoration for 15 to 20 private landowners who control 4000 to 6000 acres of wildlife habitat

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, 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.*

**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 I and II 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
- Statewide habitat conservation newsletter
- Site visits and management recommendations for landowners and land managers
- Distribution of relevant research-based information to land managers and community decision makers via meetings, email, web site, publications, articles, and other media

##### **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 assembled binder of wildlife conservation and land stewardship literature, including a CD copy of the New Hampshire Wildlife Action Plan, provided to all new Coverts volunteers
- Additional training and communications for Coverts volunteers via a listserv and newsletter
- Annual documentation of the impact of the Coverts volunteers (e.g., acres of lands managed or conserved, number of workshops or field tours provided by Coverts volunteers, and numbers of our volunteers in a decision-making role)
- Distribution of relevant research-based materials pertaining to the management and conservation of species and habitats of concern to land managers and community decision makers via meetings, email, web site, publications, articles, and other media.

## **II. WILDLIFE ACTION PLAN TECHNICAL ASSISTANCE**

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

**B. Project Period:** July 1, 2013 – June 30, 2015

**C. Objectives:** To provide a comprehensive state-wide program of technical assistance and outreach about New Hampshire's Wildlife Action Plan (WAP), and management for species and habitats of concern, through a variety of approaches targeted to different audiences.

The objective will be achieved by: a) Providing targeted education and technical assistance to regional land trusts, community decision-makers, Campus and NHFG staff, volunteers, and natural resources professionals 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 species and habitats at risk.

## **D. Scope of Work and E. Deliverables**

### **1. Project Management**

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.
- 2,000+ 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.

### **2. Technical Assistance for Planning**

Develop additional on-line learning tools for communities and conservation organizations through *takingactionforwildlife.org*. This will involve a more interactive website to help guide communities and land trusts through the steps to achieve their goals. Tools include narrated presentations on specific topics, enhanced templates for incorporating wildlife and habitat information into town documents, enhanced "how to" steps, and information about the relevant conservation strategies outlined in the 2013 *Ecosystems and Wildlife Climate Change Adaptation Plan*.

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. The tools will be customized for each community. Performance will be tracked on integration of wildlife information into land protection, land management, town documents, and websites. Staff will compile a database to document this information. In addition, Covert volunteers will be recruited and trained to assist communities. 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 landowners that have participated in *Taking Action for Wildlife* since 2006 through to the present. Follow up will occur up to two times per year to chart and document their progress and achievements since working with the TAFW team. The results will be published on the Stories section of the *takingactionforwildlife.org* website and will be incorporated into a full color brochure to inspire other communities, land trusts and other conservation organizations to do similar work.

#### Expected Results:

- Up 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.
- Up to 10 Coverts volunteers will be trained to help support community planning assistance with the *Taking Action for Wildlife* Team.
- 100+ community and land trust members will use new web tools.
- The Communities and Conservation Organizations sections of *takingactionforwildlife.org* will be enhanced and more interactive.
- Up to 150 community and land trust members will attend wildlife workshops.
- Five newsletter articles featuring progress and successes of participating communities.
- One brochure describing various success stories of town and conservation organization planning, regulating, and land management for wildlife.

### 3. Technical Assistance for Species and Habitats

Technical assistance to landowners is focused on conserving habitat for non-game species of greatest conservation concern. Tasks include meeting with individual landowners on site upon request to provide technical assistance and recommendations on management and conservation of critical 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 adding additional "How to" steps in the Making Habitat Happen section of *takingactionforwildlife.org*, delivering workshops and presentations for landowners 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.

To encourage further specialized habitat management projects, create brochures for selected species of greatest conservation need (using "New England Cottontails in New Hampshire" and the Habitat Stewardship brochures series as a model). Examples of potential species include bats, Blanding's turtle, black racers, etc.

Landowners who have already been assisted by the TAFW project will be surveyed to find success stories for the website and possible demonstration sites for workshops (if landowners are willing).

In addition, a pilot project will work with one community on a critical habitat management project on town owned lands including assisting in finding funding sources, and developing outreach to the community about the habitat management.

#### Expected Results

- Up to 25 landowners will be reached to make informed management and conservation decisions on their properties in line with goals of the Wildlife Action Plan
- Up to 6 newsletter articles total, featuring landowner success stories and featuring a different critical habitat in each issue.
- Develop 2-3 Species-specific brochures
- Work directly with at least one community to implement wildlife management on community-owned lands
- Up to 50 landowners will attend workshops and annual conferences and will learn about Wildlife Action Plan strategies and information to use on their lands.
- Up to 100 landowners will use tools on *takingactionforwildlife.org* to protect and manage critical wildlife habitats on their lands.

### III. Range-wide New England Cottontail Initiative

**A. Project Title:** NH New England Cottontail Technical Guidance

**B. Project Period:** July 1, 2013 – June 30, 2015

**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:

- The New Hampshire Land Management Team will meet 4-5 times 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.
- Update the New England Cottontail in New Hampshire brochure and develop signs for young forest/shrubland management area projects.
- 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 for all Projects:**

**Extension Wildlife Technical Training (Grant FW-25-T Project 1, job 3)**

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	111,302	20,512	131,814
2. Employee Fringe Benefits	50,516	9,310	59,826
3. Travel	7,000	0	7,000
4. Supplies and Services	13,000	0	13,000
5. Equipment	0	0	0
6. Facilities & Admin Costs	18,182	7,754	25,936
Unrecovered F&A		29,091	29,091
Subtotals	200,000	66,667	266,667

**Taking Action for Wildlife**

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	50,276	20,060	70,336
2. Employee Fringe Benefits	22,825	9,107	31,932
3. Travel	3,200	0	3,200
4. Supplies and Services	8,700	0	8,700
5. Equipment	0	0	0
6. Facilities & Admin Costs	8,500	7,583	16,083
Unrecovered F&A		13,600	13,600
Subtotals	93,501	50,350	143,851

**New England Cottontail Tech Guidance**

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	10,567	3,060	13,627
2. Employee Fringe Benefits	4,797	1,389	6,186
3. Travel	600	0	600
4. Supplies and Services	400	0	400
5. Equipment	0	0	0
6. Facilities & Admin Costs	1,636	1,157	2,793
Unrecovered F&A		2,748	2,748
Subtotals	18,000	8,354	26,354
In Kind Contribution		3,706	3,706
Total	18,000	12,060	30,060

TOTAL OF ALL PROJECTS

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	172,145	43,632	215,777
2. Employee Fringe Benefits	78,138	19,806	97,944
3. Travel	10,800	0	10,800
4. Supplies and Services	22,100	0	22,100
5. Equipment	0	0	0
6. Facilities & Admin Costs	28,318	16,494	44,812
Unrecovered F&A		45,439	45,439
Subtotals	311,501	125,371	436,872
In Kind Contribution		3,706	3,706
	Total Project Costs:	440,578	

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. Projects will be billed to the separately as outlined above. 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.

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 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

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