



MARGARET WOOD HASSAN  
GOVERNOR

STATE OF NEW HAMPSHIRE  
OFFICE OF ENERGY AND PLANNING

107 Pleasant Street, Johnson Hall  
Concord, NH 03301-3834  
Telephone: (603) 271-2155  
Fax: (603) 271-2615



May 9, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Executive Council  
State House  
Concord, New Hampshire 03301

*Sole Source*

**REQUESTED ACTION**

Authorize the Office of Energy and Planning (OEP) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Earth Systems Research Center (ESRC), (VC#177867), Durham, New Hampshire, in the amount of \$70,000.00 to continue implementation of GRANIT, the state's computerized geographic information system, effective July 1, 2013 through June 30, 2014, upon approval by Governor and Council. 100% General Funds.

Funding is available in the following account, Municipal and Regional Assistance, contingent upon the availability and continued appropriation of funds in the FY2014 budget, as follows:

	<u>FY 2014</u>
01-02-02-024010-6570	
102-500731 Contracts for Program Services	\$70,000.00

**EXPLANATION**

This Agreement allocates funds designated for the UNH Earth Systems Research Center (ESRC), formerly known as the Complex Systems Research Center, in OEP's FY 2014 budget. This Agreement is sole source due to ESRC's long-standing partnership with OEP, as ESRC is the only multi-jurisdictional, multi-sector geospatial data repository in the state. ESRC also serves as the state's designated link to the National Spatial Data Infrastructure/Federal Geographic Data Committee's international network of Geographic Information System (GIS) data repositories. The requested action authorizes OEP to enter into an agreement with ESRC to continue the implementation of GRANIT, the state's GIS clearinghouse. Initiated in the mid-1980's as a collaborative effort between the University of New Hampshire and the state, the GRANIT system creates, maintains, and makes available to the public a digital geographic database, providing information to state, federal, regional, and local decision makers.

The Agreement provides financial assistance to ESRC for FY 2014 to continue the management of the GRANIT database, and to provide assistance to OEP and other state agencies in applications of GIS. ESRC will also carry out GRANIT database development, archiving, distribution and visualization functions, including providing multiple data access mechanisms to participating agencies and other public and private sector users. ESRC will also continue the maintenance and enhancement of the GRANIT web site, and provide ongoing assistance to the regional planning commissions by supplying digital geographic data for use in regional and municipal planning projects.

Sincerely,

Meredith A. Hatfield  
Director

MAH/JC/

TDD Access: Relay NH 1-800-735-2964



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
[www.nh.gov/doit](http://www.nh.gov/doit)

**Peter C. Hastings**  
*Acting Commissioner*

May 15, 2013

Meredith A. Hatfield  
Director  
Office of Energy and Planning  
4 Channel Drive  
Concord, NH 03301

Dear Director Hatfield:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your request to enter into a contract with the University of New Hampshire (UNH) to support the database functions and technical support services for the GRANIT Geographic Information System (GIS) project at the Earth Systems Research Center (ESRC) as described below and referenced as DoIT No. 2014-023.

The requested action authorizes the Office of Energy and Planning (OEP) to enter into an agreement with the University of New Hampshire, Earth Systems Research Center (ESRC), to continue the implementation of the State's computerized geographic information system. This system creates, maintains, and makes available a digital geographic database providing information to State, federal, regional, and local decision-makers. The amount of the contract is \$70,000 and shall become effective upon Governor and Executive Council approval through June 30, 2014.

A copy of this letter should accompany the Office of Energy Planning submission to the Governor and Executive Council for approval.

Sincerely,

  
Peter C. Hastings

PCH/dcp

cc: Donna Raymond, OEP  
David Perry, DoIT

**COOPERATIVE PROJECT AGREEMENT**

between the

STATE OF NEW HAMPSHIRE, **Office of Energy and Planning**

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, **Office of Energy and Planning**, (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 **6/30/14**. 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: FY14 NH GRANIT- Geographic Information System (GIS) Project**

- 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: Joanne Cassulo  
Address: NH Office of Energy and Planning  
Johnson Hall, 3<sup>rd</sup> Floor  
107 Pleasant Street  
Concord, NH 03301  
  
Phone: 603-271-2155

**Campus Project Administrator**

Name: Dianne Hall  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 116  
Durham, NH 03824  
  
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: Joanne Cassulo  
Address: NH Office of Energy and Planning  
Johnson Hall, 3<sup>rd</sup> Floor  
107 Pleasant Street  
Concord, NH 03301  
  
Phone: 603-271-2155

**Campus Project Director**

Name: Fay Rubin  
Address: UNH Earth Systems Research Center  
Morse Hall  
39 College Road  
Durham, NH 03824  
  
Phone: 603-862-4240

F. Total State funds in the amount of **\$70,000** 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. \_\_\_\_\_ from \_\_\_\_\_ under CFDA# \_\_\_\_\_. 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.

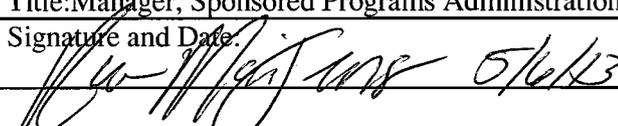
G. Check if applicable

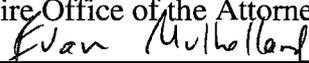
Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

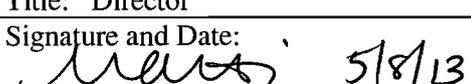
H.  State has chosen **not to take** possession of equipment purchased under this Project Agreement.  
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's 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, **Office of Energy and Planning** 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:  5/6/13

**By An Authorized Official of:** the New Hampshire Office of the Attorney General  
Name:   
Title: AAC  
Signature and Date:  5-10-13

**By An Authorized Official of:**  
**Office of Energy and Planning**  
Name: Meredith A. Hatfield  
Title: Director  
Signature and Date:  5/8/13

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

## EXHIBIT A

- A. Project Title:** FY 14 NH GRANIT - Geographic Information Systems (GIS) Project
- B. Project Period:** July 1, 2013 - June 30, 2014
- C. Objectives:** To continue the development, maintenance, and dissemination of the GRANIT database by acquiring, documenting, and integrating relevant data. Necessary activities to accomplish this objective include: verifying data quality against adopted standards; archiving and distributing data through the GRANIT web site and other media; maintaining web-based data and image publishing services; maintaining web-based mapping interfaces for public use; providing technical support and assistance to users of the GRANIT database; and conducting analyses that address resource management and development issues facing NH.

### **D. Scope of Work:**

#### I. GRANIT Data Base Development

- 1) Conservation/Public Lands: Campus Project Director will continue to collaborate with the Office of Energy and Planning (OEP) State Project Director to ensure that routine updates to the Conservation Lands data layer are conducted. Tasks include identifying newly protected tracts of land, coordinating with the entities/organizations managing the lands to identify appropriate source maps and documents describing the tracts, and mapping/ automating the tracts for incorporation in the statewide data layer. Updates to the layer will be posted on a regular basis, at least semi-annually, to the GRANIT web site for retrieval by other state agencies, regional planning agencies, and the general public.
- 2) NH Natural Heritage Bureau Database: Campus Project Director will continue to archive the NH Natural Heritage Bureau (NHB) Database, and update it as new sites are added by the Natural Heritage Inventory staff in accordance with a memorandum of understanding involving the Department of Resources and Economic Development (DRED) and Campus.
- 3) Roads Inventory and other Department of Transportation (DOT) Transportation Layers: Campus Project Director will enter revised and updated data from the NH DOT into the GRANIT database as it is made available. This task includes providing technical assistance to NH DOT on maintaining the associated data layer documentation.

#### II. GRANIT Applications and Coordination Activities

Campus Project Director will provide technical support to OEP and the NH GIS community in developing applications using the GRANIT database.

Campus Project Director will actively participate in the NH GIS Advisory Committee through attendance at regularly scheduled meetings and participation in appropriate subcommittees, as assigned.

#### III. GRANIT System Management and Support Services

Campus Project Director will continue to provide overall system management and technical support services for GRANIT. The establishment of multiple GIS installations at the state and regional levels,

including the NH DOT, NH DES, NH Fish & Game, NH OEP, NH DRED, the regional planning commissions, and many municipalities in the state, requires the development and continual refinement of procedural specifications and system documentation.

Campus Project Director will provide support services to OEP and to other authorized users of the system, as mutually agreed upon by State Project Director and Campus Project Director. Services will include general maintenance of the state data base, quality assurance of the data layers automated at other installations, technical assistance for system users, and supervision of the in-house digitizing program.

Campus Project Director will support and continue to enhance the GRANIT web site at UNH, providing access to the database over the internet for government, public, and private sector use. Particular emphasis will be placed on maintaining GRANITView, the interactive data viewer, and on building and hosting web mapping services on the GRANIT web site.

With State Project Director approval, and as funding permits, Campus Project Director will acquire computer hardware, software, supplies, and related materials that are necessary for the accomplishment of this work program and the continued development of GRANIT.

**E. Deliverables Schedule:**

All materials, maps, reports, documents and other work products specified in the Project's Scope of Work for preparation and submission by Campus Project Director shall be submitted to State Project Director on or before the due dates, and in the number of copies specified by State Project Director.

Quarterly progress reports documenting activities to date will be submitted to State Project Director for review and approval, as well as any draft or final copies of maps, analyses, reports and other evidence of the completion of elements of the Project's Scope of Work.

**F. Budget and Invoicing Instructions:**

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	34,000	0	34,000
2. Employee Fringe Benefits	15,742	0	15,742
3. Travel	500	0	500
4. Supplies and Services	409	0	409
5. Equipment	0	0	0
6. Facilities & Admin Costs	19,349	0	19,349
Subtotals	70,000	0	70,000
Total Project Costs:		70,000	

Using standard Campus invoices, Campus shall submit quarterly requests for payment. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State shall issue payment to Campus within 30 days of receipt. The final invoice shall be submitted to the State no more than 60 days after the grant completion date.

Reimbursement may be delayed until State Project Director determines that a particular program activity or portion of the program activity described in the Project Scope of Work has been satisfactorily completed. Program costs may be paid if requested within 60 days after the Project Period end date.