



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

October 10, 2014

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Environmental Services to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Durham, NH (VC:177867-B046) in the amount of \$22,000 to complete the *Great Bay Pollution Tracking and Accounting Pilot Project* to provide assistance to communities on documenting pollutant load reductions towards achieving water quality goals, effective upon Governor and Council approval through June 30, 2016. 100% Federal Funds.

Funding is available in the account as follows:

03-44-44-442010-3642-072-500574	<u>FY2015</u>
Dept. Environmental Services, Coastal Zone Management, Grants – Federal	\$22,000

EXPLANATION

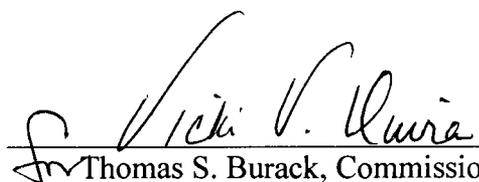
This agreement is **SOLE SOURCE** because the University of New Hampshire Stormwater Center (UNHSC) is the only regional entity integrating emerging stormwater research and technology, developing tools to further regional stormwater management efforts, and providing regional technical stormwater assistance to coastal zone and coastal watershed municipalities on a partnership basis.

The purpose of this agreement is to enable the University of New Hampshire Stormwater Center to provide technical assistance to communities in the Great Bay region to enable them to document pollutant load reductions to Great Bay and record progress toward achieving water quality goals. This project was developed through discussion with municipal staff who expressed a need to develop a regional system to account for and track progress toward implementation of pollutant control strategies for point-source and non-point source parameters. For this to occur there is a need to identify a uniform approach to calculating and crediting reductions associated with the various control strategies. The tracking tool and accounting metrics will provide the towns with a consistent, watershed-wide method to account for both the existing built (gray) and green infrastructure in place in their communities and provide a process to add new treatment infrastructure. The targeted communities recognize the need for inter-municipal cooperation to improve water quality in Great Bay and value the potential advantages of coordinating pollutant reduction within the watershed. These communities have been actively developing strategies to efficiently and effectively address their permit requirements and this project will enable them to further leverage these efforts.

UNHSC will facilitate a process to help communities identify and select strategies for meeting their pollutant tracking and accounting needs. In addition to providing leadership for the process, UNHSC will conduct research into relevant methodologies and will share findings with the communities during a structured process. The outcome of the project will be an Implementation Framework which describes the accounting system, identifies the tracking tool, and explains steps needed for implementation of the program.

The total cost for the project is \$22,000. In the event that federal funds become no longer available, general funds will not be requested to support this program. The agreement has been approved by the Office of the Attorney General as to form, execution, and content.

We respectfully request your approval.



Thomas S. Burack, Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Environmental Services**

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Environmental Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **06/30/16**. 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: **Great Bay Pollution Tracking and Accounting Pilot 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: Steven M. Couture
 Address: NH DES
29 Hazen Drive
Concord, NH 03302

Phone: (603) 271-8801

Campus Project Administrator

Name: Dianne Hall
 Address: Sponsored Programs Administration
51 College Road
Durham, NH

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: Sally Soule
 Address: NH DES
222 International Drive, Suite 175
Portsmouth, NH 03801

Phone: (603) 559-0032

Campus Project Director

Name: James Houle
 Address: UNH Stormwater Center
35 Colovos Road
Durham, NH

Phone: (603)862-9357

KJ
9/15/14

F. Total State funds in the amount of **\$22,000** 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 **0** % 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. **NA13NOS4190042** from **National Oceanic Atmospheric Administration** under CFDA#**11.419**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

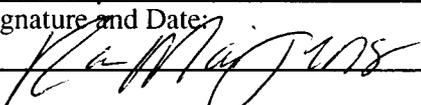
G. Check if applicable

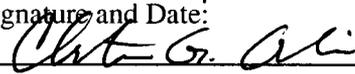
Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

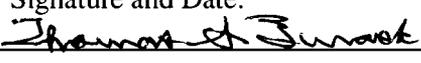
H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

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

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Environmental Services** have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Karen M. Jensen, Manager
Title: Sponsored Programs Administration
Signature and Date:  9/15/14

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Christopher G. Aslin
Title: Attorney
Signature and Date:  10/31/14

By An Authorized Official of:
Department of Environmental Services
Name: Thomas S. Burack
Title: Commissioner
Signature and Date:  10/10/14

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

125
9/15/14

EXHIBIT A

- A. Project Title:** Great Bay Pollution Tracking and Accounting Pilot Project
- B. Project Period:** Upon G&C approval through June 30, 2016
- C. Objectives:** Great Bay watershed communities currently face several requirements that necessitate tracking of BMP implementation and accounting for load reductions achieved through implementation for various pollutants, including nitrogen. Some communities have initiated steps to develop tracking systems; however, regional consensus has not been reached on accounting methods (or tracking). Communities in the region agree that regional coordination on tracking and accounting is needed and would be beneficial; however, resources to implement such an effort are limited. Communities in the Great Bay region agree that a regional, collaborative decision-making process would be helpful for identifying and developing tools for tracking and accounting for pollutant load reductions on a regional scale. The purpose of the Great Bay Pollution Tracking and Accounting Pilot Project (PTAPP) is for communities to participate in a facilitated, collaborative process that will result in multiple tools for use in tracking pollutant load reductions. The University of New Hampshire Stormwater Center will serve as the lead technical facilitator for the collaborative process.
- D. Scope of Work:** Refer to section E Deliverables
- E. Deliverables Schedule:** Objective 1: Identify and establish work groups
Deliverable 1: Two Great Bay Pollution Tracking and Accounting Pilot Project (PTAPP) work groups are established: Technical Work Group (TWG) and Administrative Work Group (AWG)
- Task 1.1: Contact regional partners and identify participants
- Task 1.2: Finalize of membership lists and assist with securing program participants within organizational capabilities.
- Task 1.3: Submit membership lists to NH DES for final approval.
- Objective 2: Establish draft decision-making process, prepare for kick-off meeting, conduct preliminary research and compile resources to aid process
- Deliverable 2: Draft process established (to be presented to work group for input which clearly articulates project objectives and defines what is within and outside of the project scope); meeting agenda for first meeting developed
- Task 2.1: Research and develop a draft process for work group decision-making
- Task 2.2: Develop content, process and agenda for kick-off meeting
- Task 2.3: Research and compile existing regional and national resources from other similar efforts to aid process
- Task 2.4 Present findings of research to DES and incorporate existing resources into process and outcome development
- Objective 3: Implement work group and decision-making process
- Deliverable 5: PTAPP Implementation Plan is developed.

KJ
9/15/14

Task 3.1: Facilitate five PTAP meetings with defined objectives, outcomes, and next steps as follows:

Meeting 1. Review project purpose and need

Objective: Review tracking and accounting needs, barriers and purpose.

Outcome: Develop a list of needs to use for refining project purpose.

Attendees: AWG & TWG

Follow-up Action: UNH Stormwater Center prepares list of potential items to track and credit and sends to TWG for review prior to Meeting 2.

Meeting 2. Discuss pollutant load reduction tracking criteria: What will be tracked?

Objective: Review list of potential tracking criteria and pollutants; discuss what will be tracked (pollutants and criteria).

Outcome: List of draft criteria for tracking and accounting is developed.

Attendees: TWG

Follow-up Action: UNH Stormwater Center researches accounting credit values for the criteria. A draft of credit/accounting system values is sent out for review prior to Meeting 3.

Meeting 3. Discuss how tracked items will be credited and agree on credits

Objective: Review draft accounting system, pollutants, load reduction actions/criteria and agree on baseline data, load reduction credits, and additions from land conversion or other pollutant sources.

Outcome: Final pollutant load reduction credits are developed.

Attendees: TWG & AWG

Follow-up Action: UNHSC will research existing tracking resources and prepare ~3 conceptual tracking scenarios (spreadsheet, web-based, etc.) to present at Meeting 4.

Meeting 4: Tracking system development

Objective: Discuss conceptual tracking scenarios & select one for further development.

Deliverable: Tracking system selected.

Attendees: TWG

Follow-up Action: UNHSC will develop draft (or conceptual) tracking system and circulates prior to Meeting 5.

Meeting 5: Review draft tracking system

Objective: Draft/conceptual tracking system is presented and discussed by group.

KJ
9/15/14

Deliverable: Next steps for developing and finalizing the system are identified.

Attendees: TWG & AWG

Follow-up Actions: UNHSC will prepare a “next steps” document outlining what needs to be done to implement the plan (including how, roles, timeline, & potential funding needs).

Meeting 6: Implementation planning and project wrap-up

Objective: Review “next steps” document and finalize the PTAPP Implementation Plan.

Deliverable: Implementation Plan is developed and the group agrees to implement the program.

Attendees: TWG & AWG

Follow-up Actions: UNHSC prepares final PTAPP Implementation Plan and distributes to group.

Task 3.2: Perform administrative duties to supplement process: develop meeting agendas and schedules, prepare and share meeting minutes; communicate with work groups as needed

Task 3.4: Coordinate with NH DES staff to develop a blog, web site, or basecamp location for project use and communication

Objective 4: Use existing resources, output from work group meetings and decision-making process, and other information as needed to develop and gain consensus for a regional tracking and accounting approach

Deliverable 6: A regional tracking and accounting approach

Task 4.1: Use meeting output and technical resources to develop approach

Task 4.2: Gain consensus through work group meetings

Task 4.3: Produce products as determined by work group process (this could include recommendations, reports, etc.)

Objective 5: Conduct project wrap-up activities

Deliverable 6: Final report and other documentation

Task 5.1: Identify any remaining needs, concerns, and next steps

Task 5.2: Develop and share transition documentation (if needed)

Task 5.3: Prepare a final project report & invoices and deliver to NH DES and other funders as needed

Task 5.4 Present project outcomes at one regional workshop

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of

KJ
9/15/14

each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	13,428	0	13,428
2. Employee Fringe Benefits	3,844	0	3,844
3. Travel	188	0	188
4. Supplies and Services	0	0	0
5. Equipment	0	0	0
6. Facilities & Admin Costs	4,540	0	4,540
Subtotals	22,000	0	22,000
Total Project Costs:	22,000		

G. Funding Credit: All materials produced for public distribution shall be reviewed and approved by State Project Director prior to distribution and shall include a citation that funding was provided by the New Hampshire Department of Environmental Services (DES) with the DES logo, and appropriate attribution to the National Oceanic Atmospheric Administration.

KJ
9/15/14

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 .

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9/15/14

**Attachment A
Budget Estimate**

Budget Item	Grant Amount
Salaries & Wages	\$17,272.00
Travel	\$188.00
Facilities and Administration	\$4,540.00
Total Project Cost	\$22,000.00