



The State of New Hampshire
Department of Environmental Services

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Robert R. Scott, Commissioner

April 17, 2020

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

REQUESTED ACTION

Authorize the Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Sponsored Programs Administration (~~V# 315/87-8083~~) (UNH), Durham, NH, in the amount of \$64,359 to continue to develop and advance a volunteer beach profile monitoring program for New Hampshire's ocean beaches, effective as of July 1, 2020 through June 30, 2021, upon Governor and Council approval. 100% Federal Funds.

FY 2021

03-44-44-442010-3642-102-500731

\$64,359

Dept. Environmental Services, Coastal Zone Management, Contracts – Federal

EXPLANATION

This agreement is **SOLE SOURCE** because UNH has unique expertise in beach profiling, has conducted extensive research on New Hampshire's ocean beaches, and has significant experience developing volunteer-based programs, such as the New Hampshire Sea Grant/UNH Cooperative Extension Coastal Research Volunteer program. The New Hampshire Volunteer Beach Profile Monitoring Program brings together experts from New Hampshire Sea Grant/UNH Cooperative Extension and the UNH Center for Coastal and Ocean Mapping to continue to develop a program to train and mobilize volunteers to collect measurements of beach surface elevations along New Hampshire's Atlantic coast. Quantifying changes in beach contours over time will improve our responses to storms as well as seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision-makers with important information on coastal processes to help them guide beach management. In addition, beach profiles will provide critical data to inform storm surge forecasting models currently being developed by the National Weather Service.

In 2017, the New Hampshire Geological Survey (NHGS) completed a geomorphic change analysis of New Hampshire's ocean beaches using Light Detection and Ranging (LiDAR) surveys from four to six time steps between 2000 and 2014 in order to assess the needs of beach nourishment projects. This analysis indicates that the majority of New Hampshire's ocean beaches experienced erosion during the time period captured by the LiDAR surveys. However, because significant changes to beach geomorphology can occur at time scales that are much shorter (e.g., days, weeks, months) than those used in the NHGS analysis, more frequent topographic monitoring of New Hampshire's ocean beaches is needed to better understand shoreline change over time.

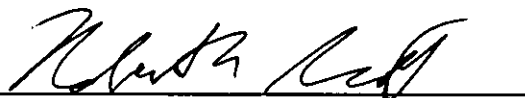
www.des.nh.gov

222 International Drive, Suite 175 • Portsmouth, NH 03801
(603) 559-1500 • Fax: 559-1510 • TDD Access: Relay NH 1-800-735-2964

Total project costs are budgeted at \$84,361. NHDES will provide \$64,359 of the project costs through a federal grant. UNH will provide \$20,002 in matching funds. In the event that Federal funds become no longer available, General funds will not be requested to support the project.

This agreement has been approved by the Office of the Attorney General as to form, substance, and execution.

We respectfully request your approval of this item.

A handwritten signature in black ink, appearing to read "Robert R. Scott", is written over a horizontal line.

Robert R. Scott, 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 **6/30/21**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: New Hampshire Volunteer Beach Profile Monitoring 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: Christian Williams
Address: New Hampshire Coastal Program
Department of Environmental Services
222 International Drive, Suite 175
Portsmouth, NH 03801
Phone: 559-0025

Campus Project Administrator

Name: Cheryl Moore
Address: University of New Hampshire
Sponsored Programs Administration
Service Building/51 College Road
Durham, NH 03824
Phone: 862-1992

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Steven Couture
Address: New Hampshire Coastal Program
Department of Environmental Services
222 International Drive, Suite 175
Portsmouth, NH 03801
Phone: 559-0027

Campus Project Director

Name: Alyson Eberhardt
Address: University of New Hampshire
Cooperative Extension/NH Sea Grant
122 Mast Road
Lee, NH 03861
Phone: 862-6709

F. Total State funds in the amount of \$64,359 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 31% 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. NA20NOS4190038 from National Oceanic and Atmospheric Administration (NOAA) 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
Title: Sponsored Programs Administration Director
Signature and Date: Karen Jensen 4/2/20

By An Authorized Official of:
Department of Environmental Services
Name: Robert R. Scott
Title: Commissioner
Signature and Date: [Signature] 4/15/20

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Joshua Harrison
Title: Assistant Attorney General
Signature and Date: [Signature] 4/15/2020

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

EXHIBIT A

- A. **Project Title:** New Hampshire Volunteer Beach Profile Monitoring Program
- B. **Project Period:** July 1, 2020 through June 30, 2021
- C. **Objectives:** The goal of the proposed project is to continue to develop and advance the New Hampshire Volunteer Beach Profile Monitoring Program (VBPMP). Quantifying changes in beach contours over time will provide increased understanding of responses to storms as well as seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision makers with important information on coastal processes for guiding beach management. In addition, beach profiles will provide critical data to inform storm surge forecasting models currently in development by the National Weather Service. To achieve this goal, project objectives include the following:

- Continue volunteer engagement and training efforts;
- Maintain VBPMP equipment and stations;
- Perform quality control of the VBPMP;
- Perform data analysis and synthesis;
- Assist New Hampshire Geological Survey;
- Develop outreach products;
- Disseminate data and information;
- Maintain the VBPMP webpage;
- Identify synergies with other projects; and
- Pursue funding opportunities to sustain the VBPMP.

- D. **Scope of Work:** Stated below:

1. Continue volunteer engagement and training efforts. Maintain communication with volunteers (e.g., scheduling data collection dates and times, troubleshooting issues and concerns among volunteers, sharing information), field support, and volunteer recruitment and training (as needed). Provide continuing education opportunities to volunteers.

2. Maintain VBPMP equipment and stations. Maintain and adjust profile stations as needed (e.g., replacing station markers). Perform periodic maintenance and repair of profiling equipment as necessary. Evaluate the network of stations and the potential to add or remove stations.

3. Perform quality control of the VBPMP. Conduct periodic field visits to observe and advise volunteers to ensure consistency in data collection efforts.

4. Perform data analysis and synthesis. Process and analyze profile data. Prepare report synthesizing data and results of the VBPMP to date.

5. Assist New Hampshire Geological Survey. Provide input to assist the New Hampshire Geological Survey (NHGS), located within the New Hampshire Department of Environmental Services, with data retrieval, uploading, processing and archiving data to support NHGS' development and maintenance of an interactive website.

6. Develop outreach products. Develop fact sheets to synthesize data for each beach in the VBPMP (e.g., summary of erosion and accretion trends, response to storms).

7. Disseminate data and information. Share fact sheets and interactive website with stakeholders such as beach profiling volunteers, New Hampshire Dredge Management Task Force members, beach managers (e.g., New Hampshire Division of Parks and Recreation, staff and board members from coastal municipalities), New Hampshire Fish and Game Department, coastal landowners and others. Present data at stakeholder meetings as appropriate.

8. Maintain the VBMP webpage. Update the VBMP page on the New Hampshire Sea Grant web site to include information to support existing volunteers, recruit new volunteers, and provide data sources to stakeholders. Fact sheets and data synthesis reports will be added to the VBMP webpage when completed. Once a data storage and mapping application are developed by the NHGS, a link to the data interface will be included on the VBMP webpage.

9. Identify synergies with other projects. Assess potential interactions and/or data sharing with other studies that are currently proposed or underway regarding coastal resilience that may relate to the VBMP. Maintain communication with other researchers to identify potential links between VBMP data and other products.

10. Pursue funding opportunities to sustain the VBMP. Based on funding sources previously identified, pursue funding opportunities to sustain the VBMP.

E. Deliverables Schedule: Reports: Campus Project Director shall provide one semi-annual progress report summarizing work to date and a final report documenting the results of the project. The semi-annual report shall cover the period July 1, 2020 through December 31, 2020 and shall be due January 11, 2021. The final report shall include a final budget summary and shall be due by June 30, 2021.

F. Budget and Invoicing Instructions: Campus shall submit invoices to State on standard Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices shall be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major budget categories as shown below. Upon receipt and approval by the State Project Director of the invoices, State shall issue payment to Campus based on the costs documented by Campus. State shall pay Campus within 30 days of receipt of each invoice. Campus shall 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	\$34,382	-	\$34,382
2. Fringe Benefits	\$13,397	-	\$13,397
3. Travel	\$ 2,000	-	\$ 2,000
4. Supplies and Services	\$ 1,300	-	\$ 1,300
5. Sub-Contractual	\$ -	-	\$ -
5. Other (volunteer services)	-	\$20,002	\$20,002
6. Facilities and Admin.	\$13,280	-	\$13,280
Subtotals:	\$64,359	\$20,002	\$84,361

Total Project Costs: \$84,361

G. Other

Funding Credit: Funding credit requirement on final work products and outreach materials: All final work products above shall include the NOAA, NHCP and NHDES logos. All work products and outreach materials shall state that "This project was funded by NOAA's Office for Coastal Management

under the Coastal Zone Management Act in conjunction with the New Hampshire Department of Environmental Services Coastal Program.” Examples of final work products and outreach materials include, but are not limited to, final reports, press releases, newsletter articles, website pages, and signage.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.

**Attachment A
Budget Estimate**

Budget Item

Budget Item	State Funding	Match	Total
Salaries & Wages	\$34,382	\$0	\$34,382
Employee Fringe Benefits	\$13,397	\$0	\$13,397
Travel	\$2,000	\$0	\$2,000
Supplies	\$1,300	\$0	\$1,300
Sub-Contractual	\$0	\$0	\$0
Facilities and Administrative Costs	\$13,280	\$0	\$13,280
Other (volunteer services)	\$0	\$20,002	\$20,002
Subtotals	\$64,359	\$20,002	\$84,361
In-Kind Contribution			\$0
Total Project Cost			\$84,361