



The State of New Hampshire  
**Department of Environmental Services**



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Robert R. Scott, Commissioner

May 13, 2020

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

**REQUESTED ACTION**

Authorize the Department of Environmental Services (DES) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Sponsored Programs Administration (VC# 315187-B083), Durham, NH, in the amount of \$11,956 to provide planning technical assistance to member coastal communities, effective as of July 1, 2020 through June 30, 2021, upon Governor and Council approval. The funding source is 100% Federal Funds.

Funding is available in the account as follows:

	<u>FY 2021</u>
03-44-44-442010-3642-072-500573	\$11,956
Dept. Environmental Services, Coastal Zone Management, Grants – Federal	

**EXPLANATION**

This agreement is **SOLE SOURCE** because the NH GRANIT project at the University of New Hampshire (UNH) Earth Systems Research Center is recognized as New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse. Additionally, GRANIT staff maintain the NH Coastal Viewer, which is an important tool that provides publicly accessible visualization and assessment tools for geospatial coastal data in the state. The NH Coastal Viewer ([www.nhcoastalviewer.org](http://www.nhcoastalviewer.org)) is an online mapping and screening tool that provides access to geospatial data about coastal resources and hazards for New Hampshire's 42 coastal watershed communities. The Coastal Viewer was developed in 2013-2015 by the NH GRANIT project staff at UNH, working in close collaboration with the DES Coastal Program (NHCP), and as part of a larger project team engaged in a NOAA Project of Special Merit. Coastal Viewer maintenance and enhancement funding was provided by NHCP in 2016 through June 2020, and over that time, the Coastal Viewer has become an important venue for the sharing and use of coastal resource and hazards data developed by DES and its partner organizations. Between July and December 2019, the Coastal Viewer received over 10,000 visitors.

The NHCP annual program budget has allocated funds specifically focused on improving access to data and tools that empower municipalities to plan to address coastal risks and hazards.

This grant will enable GRANIT to continue to maintain and support the Coastal Viewer software and data sets, update and add new data sets, track and evaluate usage of the Coastal Viewer, and provide user support on the Coastal Viewer and coastal resource and hazard data sets.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

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Total project costs are budgeted at \$17,802. DES will provide \$11,956 of the project costs through this federal grant. UNH will provide \$5,846 in matching funds. A budget breakdown is provided in the Cooperative Project Agreement. In the event that the Federal funds become no longer available, general funds will not be requested to support this program.

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

We respectfully request your approval of this item.



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Robert R. Scott, Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

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

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 Science**, (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: **Managing and Enhancing the NH Coastal Viewer**

- 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 Couture  
Address: NH Coastal Program  
Dept. of Environmental Services  
222 International Drive, Suite 175  
Portsmouth, NH 03801  
Phone: 603-271-8801

**Campus Project Administrator**

Name: Lisa Scigliano  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd. Rm 112  
Durham, NH 03824  
Phone: 603-862-0529

- 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: Kirsten Howard  
Address: NH Coastal Program  
Dept. of Environmental Services  
222 International Drive, Suite 175  
Portsmouth, NH 03801  
Phone: 603-559-0020

**Campus Project Director**

Name: David Justice  
Address: University of New Hampshire  
NH GRANIT  
8 College Road  
Durham, NH 03824  
Phone: 603-862-4698

F. Total State funds in the amount of \$11,956 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 33 % 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 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

Title: Director, Pre-award

Signature and Date: Karen Jensen Digitally signed by Karen Jensen  
Date: 2020.05.06 10:18:01 -0400

**By An Authorized Official of:**

**Department of Environmental Services**

Name: Robert R. Scott

Title: Commissioner

Signature and Date: Robert R. Scott 5/14/20

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

Name: Joshua C. Harrison

Title: Assistant Attorney General

Signature and Date: [Signature] 5/18/2020

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

Name:

Title:

Signature and Date:

## EXHIBIT A

- A. **Project Title:** Maintaining and Enhancing the NH Coastal Viewer
- B. **Project Period:** July 1, 2020, contingent on Governor and Council approval, through June 30, 2021
- C. **Objectives:** The objectives of this project are to maintain, enhance, and promote the NH Coastal Viewer.
- D. **Scope of Work:** The NH Coastal Viewer ([www.nhcoastalviewer.org](http://www.nhcoastalviewer.org)) is an on-line mapping and screening tool that provides access to geospatial data about coastal resources and hazards for NH's 42 coastal watershed communities. It was developed by the NH GRANIT project staff at the University of New Hampshire (UNH) Earth Systems Research Center, working in close collaboration with the New Hampshire Department of Environmental Services Coastal Program (NHCP), and as part of a larger project team engaged in a NOAA Project of Special Merit that ended in September 2015. Launched in March of 2015, the Viewer currently hosts over 150 geospatial data sets that are organized into a series of functional categories and themes, and that either directly address coastal planning and resiliency issues or provide reference data to support viewing and interpreting the planning and resiliency data. Among the data sets disseminated via the Viewer are key descriptors of current conditions (wetlands, dunes, soils, impervious surfaces, conservation lands, floodplains, land use, etc.), as well as a suite of data sets that model possible future conditions (SLAMM marsh migration model output, sea level rise, etc.). The Viewer provides access to tools that allow users to easily navigate, query, and analyze the data as well as produce custom maps at a variety of scales and formats suitable for local applications. The goal of this project is to maintain, enhance, and promote use of the NH Coastal Viewer and associated map services. GRANIT will complete the following activities:

Activity 1 – Maintain and support the Viewer environment, software, data sets, and map services for related mapping tools. Maintain the server environment that hosts the Viewer. Implement software updates to the core software on a semi-annual basis, or as needed. Review and monitor development of emerging Latitude Geographics technologies such as Geocortex Web for consideration as an eventual viewer replacement. At present, we do not feel that the Geocortex Web platform provides sufficient tools to justify a change, but the technology is quickly progressing and may offer compelling benefits to consider as the project progresses.

Activity 2 – Update data sets and add new data sets. NH GRANIT will continue to update key data layers as new versions become available from NH GRANIT and/or project partners. This may require updating the source data sets and associated documents, as well as documentation on the Viewer that refers to the data sets. Examples of data sets that may be updated include the NH GRANIT Conservation Lands data layer, transportation layer(s), and a suite of data set from the NHDES. Additionally, NH GRANIT will add new, priority data sets, associated metadata, and related documents to the Viewer based on input from project partners and community users. At present, NH GRANIT maintains approximately 24 web map services specifically developed for the NH Coastal Viewer. Activity 2 will include the continued maintenance of these services for use on the viewer, but these services are and will continue to be available to other map viewers developed and maintained by the NHDES Coastal Program.

Activity 3 – Compile usage statistics for the Viewer. Monitor viewer usage and report statistics in the scheduled project status reports. Conduct usage surveys and needs assessments as needed.

Activity 4 – Maintain landing page and provide assistance with the Viewer as needed. Provide technical support to users. Collaborate with partners, including NHDES Coastal Program, NHCAW, UNH Cooperative Extension, and others, to develop training materials and deliver hands-on training on use of the Viewer (as requested). For example, NH GRANIT will be available to provide on-site training to interested parties (within reason). Coordinate with NHDES Coastal Program staff to maintain the Viewer website. Promote the viewer by way of the New Hampshire Geodata Portal (in development). GRANIT will work with contractor to pay for annual server and domain fees.

**Activity deliverables:**

Activity 1: Software kept up to date at least semi-annually and possible software additions considered

Activity 2: New datasets added and existing datasets updated, as needed

Activity 3: Usage statistics compiled in semi-annual and final reports

Activity 4: Landing page maintained and assistance provided, as needed

**E. Deliverables Schedule:** : Reports: Campus Project Director shall provide one (1) semi-annual progress report and one (1) final report that summarizes the project activities. The semi-annual report will cover the period of the project start date through December 31, 2020 and will be due on January 8, 2021. The final report will summarize activities throughout the entire project period and include NH GRANIT responses to a NHCP Technical Assistance Program Review intended to provide feedback about how this grant funding supports the objectives of this grant. The final report will be due on June 30, 2021.

**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 as shown below. State will pay Campus within 30 days of receipt of 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	\$ 3,368	\$3,007	\$ 6,375
2. Fringe Benefits	\$ 1,475	\$1,317	\$ 2,792
3. Travel	-	-	-
4. Supplies and Services	\$ 4,000	-	\$ 4,000
5. Other (IT support)	-	-	-
6. Facilities and Admin.	\$ 3,113	\$1,522	\$ 4,635
Subtotals:	\$11,956	\$5,846	\$17,802
Total Project Costs:	\$17,802		

**G. Other Funding Credit and ADA Compliance:** All final work products and outreach materials shall include the NOAA, NHDES and NHCP logos and shall state that "This project was funded, in part, by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program." All final work products must meet the Americans with Disabilities Act (ADA) 508 requirements and Web Content Accessibility Guidelines (WCAG) 2.0 standards. Examples of final work products and outreach materials include, but are not limited to, project reports, press releases, newsletter articles, websites, 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. 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).**