



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



February 14, 2018

His Excellency, Governor Christopher T. Sununu
And The Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize, the Department of Environmental Services (DES) to award a **SOLE SOURCE** agreement to the University of New Hampshire, Sponsored Programs Administration (VC #177867-B046), Durham, NH, in the amount of \$119,963 to document and evaluate data management, effective from the approval of Governor and Executive Council through September 30, 2020. 100% Federal Funds.

Funding is available in the account as follows:

	<u>FY 2018</u>
03-44-44-442010-2346-102-500731	\$119,963
Dept. Environmental Services, Info Exch Partners EPA, Contracts for Program Services	

EXPLANATION

This agreement is **SOLE SOURCE** because the University of New Hampshire (UNH) Earth Systems Research Center (ESRC) staff has expert knowledgeable in geographic information systems, geospatial data management, and is the only multi-jurisdictional, multi-sector geospatial data repository in New Hampshire. Further, ESRC serves as the state's designated link to the National Spatial Data Infrastructure/Federal Geographic Data Committee's international network of GIS data repositories. ESRC maintains the New Hampshire Geographically Referenced Analysis and Information Transfer System (NH GRANIT) database.

DES obtained a competitive grant from the United States Environmental Protection Agency (EPA) Environmental Information Exchange Network; a partnership of states, territories, tribes and the EPA; that is working to improve the sharing and availability of locational data associated with regulated entities and environmental interests in ways that are standardized, of high quality, and secure. DES, in partnership with ESRC, is working to develop geospatial standards and apply a master referencing system that permits the sharing of environmental data among DES programs, state agencies, EPA and with the general public.

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, execution and content. We respectfully request your approval.

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 **9/30/20**. 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: **Data Lifecycle Framework & Global Geospatial Identification System**

- 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: Hamilton McLean
Address: Project Management & Innovation
Dept. of Environmental Services
29 Hazen Drive
Concord, NH 03302
Phone: 271-3010

Campus Project Administrator

Name: Lisa Scigliano
Address: Senior Grant & Contract Administrator
University of New Hampshire
51 College Road
Durham, NH 03824
Phone: 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: Analyst, BAI, Position #14654
Address: Project Management & Innovation
Dept. of Environmental Services
29 Hazen Drive
Concord, NH 03302
Phone: 271-3534

Campus Project Director

Name: Fay Rubin
Address: University of New Hampshire
Earth Systems Research Center
8 College Road
Durham, NH 03824
Phone: 862-4240

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F. Total State funds in the amount of **\$119,963** 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. **83920401** from **U.S. Environmental Protection Agency** under CFDA#**66.608**. 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

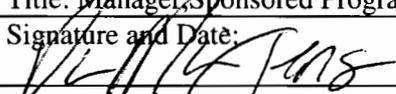
Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

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.

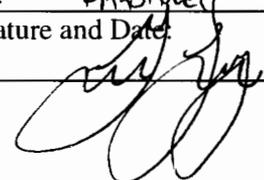
This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties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

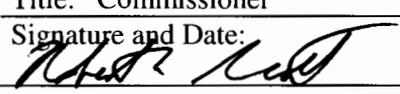
**By An Authorized Official of:
University of New Hampshire**

Name: Karen M. Jensen
Title: Manager, Sponsored Programs Administration
Signature and Date:  2/10/18

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

Name: Gordon Landreagan
Title: Attorney
Signature and Date:  2/15/18

**By An Authorized Official of:
Department of Environmental Services**

Name: Robert R. Scott
Title: Commissioner
Signature and Date:  2-14-18

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

Name: _____
Title: _____
Signature and Date: _____

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EXHIBIT A

- A. Project Title:** Data Lifecycle Framework & Global Geospatial Identification System
- B. Project Period:** Date of Governor and Council approval through September 30, 2020
- C. Objectives:** To document and evaluate current procedures, define best practices, and offer recommendations that will lead to comprehensive data management at DES.
- D. Scope of Work:** The University of New Hampshire Earth Systems Research Center (ESRC) is proposing a pilot project to document current workflows and recommend guidelines and procedures for managing the Data Lifecycle for a subset of DES datasets. The pilot Data Lifecycle Analysis (DLA) will focus on two (2) primary datasets for the comprehensive analysis component, up to three (3) additional datasets for the quality assurance/quality control (QA/QC) component, and three (3) datasets for a Proof of Concept (POC) Integration with the United States National Grid (USNG). We are incorporating the proposal by reference into this agreement. Project tasks are summarized below:
- **Task 1: Data & Policy Inventory.** ESRC will assist DES prepare a survey of existing DES geospatial data and associated data distribution and sharing policies, software licensing, and hardware. DES will be responsible for executing the survey. ESRC will compile inventory responses into a standardized, digital format, and will synthesize results into a summary document. From the inventory, DES and ESRC will select candidate datasets for subsequent project phases.
 - **Task 2: Current State Analysis.** ESRC will perform a current state analysis on two (2) datasets identified in Task 1. The DLA and data, hardware, licensing, and policy results will be compiled into a Current State document.
 - **Task 3: Quality Assurance/Quality Control Component.** ESRC will conduct a comprehensive review of current QA/QC protocols for field data as applied to the two (2) datasets reviewed in Task 2 and up to three (3) additional datasets. While considered part of the Current State Analysis, this effort is identified separately because it currently represents a significant challenge for DES's data management operations, and we believe it has the most significant impact on the long-term usability of DES's datasets.
 - **Task 4: Future State and Gap Analysis.** The information collected through Tasks 1-3 will facilitate defining the desired "Future State" of the DES geospatial data, hardware, licencing and data distribution and sharing policies. ESRC will also conduct a gap analysis to synthesize information available and to identify potential gaps or deficiencies between the Current State (including QA/QC component) and Future State. The Future State documentation will include recommendations and a road map to achieve the Future State. These analyses will be conducted for the two (d) DLA pilot data sets selected in Task 1.
 - **Task 5: Pilot Implementation.** ESRC will integrate three (3) datasets selected in Task 1 with the USNG to demonstrate and test compatibility with points, lines and polygons. ESRC will develop a data viewer using the framework established for the DES OneStop Viewer that will allow DES (and potentially other state agencies) to evaluate the DLA datasets and the USNG POC.
 - **Task 6: Public Utilities Data Development.** For two (2) pilot municipalities, ESRC will perform a feasibility study relative to obtaining public utility data from Municipal Computer Assisted Mass Appraisal ("CAMA"), as well as directly from the utility(ies) serving those communities. For the latter, the data solicitation will include a request for sewer/water lines in digital format. These potential data streams will be evaluated and integrated with the New Hampshire Mosaic Parcel Map. The task results will include an assessment of the feasibility of collecting similar data statewide.

ESRC anticipates working with Axiomatic (Portsmouth, NH) to form a project team with deep expertise in geospatial data management. Collectively, the team proposes to conduct all tasks identified in this pilot project over a 15-month performance period. This effort may represent the first

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phase of a broader partnership between DES and ESRC to develop the procedures and systems required to manage the Data Lifecycle for all DES geospatial data assets.

E. Deliverables Schedule: Campus Project Director shall make all deliverables under this Project Agreement available to the State no later than 15 months from the date of Governor and Council approval.

F. Budget and Invoicing Instructions: Using standard Campus invoices Campus shall submit invoices periodically and will specify actual expenses, by major budget categories. Upon receipt and approval by the State Project Director of invoices, State shall issue payment to Campus based on the costs documented by Campus.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$ 20,670	\$ -	\$ 20,670
2. Fringe Benefits	\$ 8,660	-	\$ 8,660
3. Travel	\$ 800	-	\$ 800
4. Supplies and Services	\$ 1,000	-	\$ 1,000
5. Contractual	\$ 69,075	-	\$ 69,075
6. Facilities and Admin.	\$ 19,758	-	\$ 19,758
Subtotals:	\$ 119,963	\$ -	\$ 119,963
Total Project Costs: \$119,963			

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.

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