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The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

December 19, 2016

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Environmental Services (NHDES) to award a grant to the University of New Hampshire (UNH), Sponsored Programs Administration, Durham, New Hampshire, (VC #177867- B046) in the amount of \$78,888 for the *Coastal Resilience: Building Capacity for Resilience of Human and Natural Communities in New Hampshire Due Systems Phase II* project to expand community-based dune restoration efforts and address existing coastal vulnerabilities in the towns of Hampton and Seabrook, New Hampshire, effective upon Governor and Council approval through June 30, 2018. 100% Federal Funds.

Funding is available in the account as follows:

	<u>FY17</u>
03-44-44-442010-3642-072-500574	\$78,888
Dept. Environmental Services, Coastal Zone Management, Grants- Federal	

**EXPLANATION**

The New Hampshire Coastal Program (NHCP) issued a Request for Proposals (RFP) on June 1, 2016 for projects that enhance coastal resilience to current and future hazards. Projects eligible to receive funding from NHCP's "Design Solutions for Coastal Resilience" competitive grant program included those that increased understanding of coastal flood risk and possible responses, as well as design and construction solutions such as feasibility, planning, design, permitting and/or construction. Eleven eligible proposals were received and ranked according to selection criteria and selection committee discussion. Three proposals were selected to receive funding, including the proposal submitted by the University of New Hampshire Cooperative Extension and New Hampshire Sea Grant for community-based dune restoration and outreach programs in Hampton and Seabrook. A scoring matrix that includes a list of the staff who participated in proposal review, along with their titles and level of experience is provided in Attachment B.

The coastal communities of Hampton and Seabrook are increasingly vulnerable to threats such as erosion, storm surge, and sea level rise. Sand dunes play an important role in buffering the coastline from erosion and flooding; however, use and development of the dunes have resulted in the current dune extent constituting a small fraction (16%) of the historic distribution. The dunes that remain face continued pressure from storm surge, dune die-off, and trampling of beachgrass by users of the area. In 2015 and 2016, a community-based restoration effort supported by the NHCP was initiated. Building on

His Excellency, Governor Christopher T. Sununu

And the Honorable Council

Page 2

the successes and lessons learned from the first phase of work, this project (Phase II) will expand the restoration and planning efforts to identify and address existing vulnerabilities in the communities of Hampton and Seabrook. Project outcomes will include improved dune trail delineation; signage and mapping; a formalized program for the Common Garden and conceptual designs for a dune walk-over structure at Hampton Beach State Park; expanded volunteer restoration efforts; and collection and analysis of dune monitoring data.

The total project costs are budgeted at \$112,162 with NHDES providing \$78,888 (70%) of the funds and the University of New Hampshire providing the balance of \$33,274 (30%). A budget breakdown is provided in Attachment A. 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 06/30/18. 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: Coastal Resilience: Building Capacity for Resilience of Human and Natural Communities in New Hampshire Dune Systems Phase II

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

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

**Campus Project Director**

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

F. Total State funds in the amount of \$78,888 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 29.67 % 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 and 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.

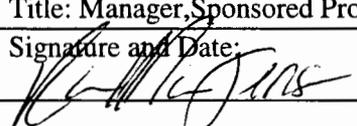
G. Check if applicable

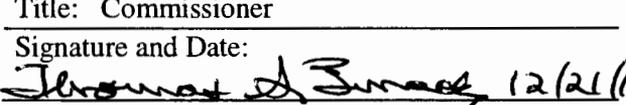
Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

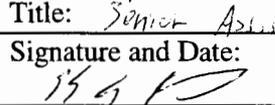
H.  State has chosen not to take possession of equipment purchased under this Project Agreement.  
 State has chosen to take possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. 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: Manager, Sponsored Programs Administration  
Signature and Date:  12/17/16

**By An Authorized Official of:**  
**Department of Environmental Services**  
Name: Thomas S. Burack  
Title: Commissioner  
Signature and Date:  12/21/16

**By An Authorized Official of:** the New Hampshire Office of the Attorney General  
Name: Allen Brooks  
Title: Senior Assistant AG  
Signature and Date:  12/22/16

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

## EXHIBIT A

- A. Project Title:** Coastal Resilience: Building Capacity for Resilience of Human and Natural Communities in New Hampshire Dune Systems Phase II
- B. Project Period:** Upon G&C Approval through June 30, 2018
- C. Objectives:** NH Sea Grant/UNH Cooperative Extension (NHSG/UNHCE) and the University of New Hampshire (UNH) will work to expand and refocus restoration and planning efforts to identify and address existing vulnerabilities in the communities of Hampton and Seabrook.
- D. Scope of Work:**

*Activity 1: Advisory Team Meetings* – A Technical Advisory Committee (TAC) will be convened to determine on the ground restoration opportunities, coordinate communications about the project, and ensure that restoration and outreach activities enhance the individual goals of each agency/municipality. The TAC will include members from NH DRED, NH F&G, NH Department of Environmental Services Coastal Program, Natural Resources Conservation Service, NH Natural Heritage Bureau, Hampton Conservation Commission, and Seabrook Conservation Commission. Meetings will be held at the beginning of each year to determine restoration and outreach goals.

*Activity 2: Beach access design* – Working with DRED and the UNH Civil Engineering Senior Project Planning and Design class (CIE 788), design scenarios for a dune walkover at Hampton Beach State Park will be developed. The northernmost dune of HBSP is subject to high use by beach goers and as a result, severe erosion. Potential walkover designs will be developed that maintain primary walkways for park users while simultaneously allowing for the reestablishment of plantings and the natural movement of sand which serve to stabilize the dunes.

*Activity 3: Development of trail system* – Work with project partners to identify the primary access pathways used by beach users in the dunes north of Harborside Park and then will initiate a beach access reconfiguration program that will include trail closures where necessary, facilitated by strategic placement of fencing and plantings. Create and post a Beach User's Trail Map that identifies the new configuration as well as provides information about the restoration efforts along with trail markers to direct beach users to the designated walking paths.

*Activity 4: Revegetation* - Trampling of dune vegetation is persistent throughout the project areas due to intensive beach use in this area. Dune vegetation is critical to the growth and the stability of dunes; therefore, a revegetation program engaging community members, school groups and NH Sea Grant's Coastal Research Volunteers will focus on impacted areas. Breeding pairs of piping plovers exist in Hampton and Seabrook, NH; therefore, work with NH F&G to help restore and protect critical habitat and support, not interfere with, their Piping Plover Program.

*Activity 5: Coordinate with NH Volunteer Beach Profiling Program* –Coordinate with the NH Volunteer Beach Profiling Program recently funded by the NH Coastal Program on communication to volunteers and beach profile planning. No data will be collected for this activity.

*Activity 6: Common Garden landowner program* – Create a program to recruit interested coastal property owners to transplant native dune plants from the Common Garden onto their own property. Through a community meeting/workshop and advertising, inform local residents about threats from storm surges and wave erosion to their property and demonstrate how to minimize risk with plantings on their property. In addition, perform a walking assessment of dunes seaward of private residences in the project area and working with towns of Hampton and Seabrook, provide homeowners with a handout about the Common Garden and tips on how to protect their home from storms. Develop guidance on best practices for harvesting from the Garden and planting.

*Activity 7: Volunteer engagement* – For sand dune habitats to persist and for conservation and restoration efforts to be successful, the community must value them. Therefore, engage students and community volunteers in restoration activities, including harvesting and propagating plants and revegetating dunes. Build off of our existing network of volunteers by recruiting through the Coastal Research Volunteer Program, the Stewardship Network: New England, and the Seabrook-Hampton Estuary Alliance and continuing to recruit teachers for our school-based efforts.

*Activity 8: Evaluation of success* – Success will be evaluated according to the following metrics: number of community volunteers and students engaged, number of plants restored, number of homeowners contacted and number of homeowners expressing interest in and/or using plants from the Common Garden.

**E. Deliverables Schedule:** Reports. Campus Project Director shall provide Progress Reports on June 30, 2017 and December 31, 2017, summarizing work to date. Campus Project Director shall submit a Final Report due on June 30, 2018 (one electronic version in PDF format) documenting the results of the project. The Final Report shall include a final budget summary by federal budget category and detailed documentation of the required matching funds.

**F. Budget and Invoicing Instructions:** Using standard Campus invoices Campus shall submit an invoice on 6/30/17, 12/31/17 and 06/30/18 and will specify actual expenses, by major budget categories, and shall document cumulative cost sharing through the end of the invoicing period. Upon receipt and approval by the State Project Director of the progress report, final report and invoices, State shall issue payment to Campus based on the costs documented by Campus. The final billing must be received by the State no more than 30 days after the completion date.

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	40,071	7,948	48,019
2. Employee Fringe Benefits	14,073	3,170	17,243
3. Travel	1,366	0	1,366
4. Supplies and Services	7,100	0	7,100
5. Equipment	0	0	0
6. Facilities & Admin Costs	16,278	2,890	19,168
7. In Kind Contribution		19,266	19,266
Subtotals	78,888	33,274	112,162
Total Project Costs:			112,162

**G. Other**

Funding Credit: All work products intended for public distribution, including the Final Report, websites, flyers, newsletters, signage etc., shall include the logos of the project’s sponsoring organizations as

Campus Authorized Official KJ  
Date 12/7/16

follows: NOAA, NHDES Coastal Program, and NHDES. Additionally, all work products intended for public distribution shall include the following funding credit statement: "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."

Campus Authorized Official KJ  
Date 12/7/12

## 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 .

**Attachment A  
Budget Estimate**

<b>Budget Item</b>	<b>State Funding</b>	<b>Match</b>	<b>Total</b>
Salaries & Wages	\$40,071	\$7,948	\$48,019
Employee Fringe Benefits	\$14,073	\$3,170	\$17,243
Travel	\$1,366	\$0	\$1,366
Supplies	\$7,100	\$0	\$7,100
Contractual Services	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Facilities and Administrative Costs	\$16,278	\$2,890	\$19,168
Other (in kind volunteers)	\$0	\$19,266	\$19,266
<b>Subtotals</b>	<b>\$78,888</b>	<b>\$33,274</b>	<b>\$112,162</b>

**Attachment B**  
**Grant Scoring Matrix**

	Town of Exeter	NH Sea Grant and UNH Cooperative Extension	Town of North Hampton	Town of Durham Wagon Hill Farm	City of Portsmouth	Rockingham Planning Commission	Town of Newmarket	University of New Hampshire	Town of Durham Little Hale Pond	City of Dover	Town of New Castle
Reviewer "A"	63	95	95	89	71	85	88	83	57	74	70
Reviewer "B"	76	98	93	96	82	80	76	85	64	81	87
Reviewer "C"	62	90	84	80	74	79	85	81	61	77	84
Reviewer "D"	61	91	89	86	78	73	73	71	63	68	60
Reviewer "E"	63	90	89	77	78	70	73	71	64	70	66
Reviewer "F"	66	92	81	84	72	74	81	66	69	81	77
Reviewer "G"	83	100	90	90	92	87	96	96	69	90	91
Reviewer "H"	72	94	91	87	90	81	88	79	78	90	94
<b>AVERAGE</b>	<b>68</b>	<b>94</b>	<b>89</b>	<b>86</b>	<b>80</b>	<b>78.44</b>	<b>82</b>	<b>78.75</b>	<b>66</b>	<b>78.81</b>	<b>78.44</b>
<b>RANK</b>	<b>9</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>8</b>	<b>4</b>	<b>7</b>	<b>10</b>	<b>6</b>	<b>8</b>

**Review Team Members:**

- Steve Couture, Coastal Program Manager, 17 years of experience in environmental planning and grants management
- Rebecca Newhall, Northeast Regional Liason, NOAA Office for Coastal Management, 14 years of experience in grants management
- Chris Williams, Federal Consistency Coordinator, 17 years of regulatory and coastal management experience
- Cathy Coletti, Communciations and Grants Coordinator, 14 years of communications and regional planning experience
- Kevin Lucey, Restoration Coordinator, 14 years experience with environmental assessment, project management, and watershed restoration
- Kirsten Howard, Coastal Resilience Specialist, 7 years coastal policy and management and resiliency experience
- Nathalie Morison, Coastal Resilience Specialist, 6 years coastal policy and management and resiliency experience
- Simone Barley-Greenfield, NOAA Coastal Management Fellow, 2 years coastal policy and management experience