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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
DIVISION of PARKS and RECREATION
BUREAU of TRAILS
172 Pembroke Road Concord, New Hampshire 03301
Phone: (603) 271-3254 Fax: (603) 271-3553 E-Mail: nhtrails@dncr.nh.gov
Web: www.nhtrails.org

October 1, 2021

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

REQUESTED ACTION

The Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Trails, requests authorization to accept and expend Challenge Cost Share Agreement funds in the amount of $30,000 from the United States Department of Agriculture, Forest Service effective upon Governor and Executive Council approval through December 31, 2023. 100% Federal Funds.

White Mountain National Forest Maintenance					
03-035-035-351510-32560000					
FY 2022					
Class	**Account**	**Description**	**FY22 Current Adjusted Authorized**	**Revised Action**	**Revised FY22 Adjusted Authorized**
Revenue					
000	403260	Federal Funds		(30,000)	(30,000)
		Totals:	**0**	**(30,000)**	**(30,000)**
Expense					
020	500200	Current Expenses		10,000	10,000
022	500257	Rent-Leases Other Than State		10,000	10,000
030	500305	Equipment New/Replacement		9,970	9,970
041	500801	Audit Fund Set Aside		30	30
		Totals:	**0**	**30,000**	**30,000**

EXPLANATION

The U.S. Forest Service and The Trails Bureau have a long and rich relationship of working together to provide diverse and high-quality public snowmobile recreation opportunities on the White Mountain National Forest. The two organizations have a lasting relationship of working together in trail and associated trail facility construction and maintenance activities. Together the partnership manages approximately 650 miles of snowmobile trails on the White Mountain National Forest. Part of this management is the maintenance and replacement of significant infrastructure including bridges and culverts.

The purpose of the challenge cost share agreement is to document the cooperation between the parties to plan, maintain and manage mutually beneficial snowmobile trail system and associated facilities stewardship projects.

Funds are being budgeted in Class 020 – Current Expenses – appropriation will be used for the purchase of aggregate materials, culverts, modular bridges and other construction materials.

Funds are being budgeted in Class 022 – Rent-Leases other than state – appropriation will be used for renting of construction equipment.

Funds are being budgeted in Class 030 – New equipment purchases – appropriation will be used to purchase modular bridges.

Funds are being budgeted in Class 041 – Audit Fund Set Aside – appropriation needed to pay required audit fees.

Respectfully submitted,

Philip A. Bryce
Director

Concurred,

Sarah L. Stewart
Commissioner

USDA Forest Service

OMB 0596-0217
FS-1500-19

MODIFICATION OF GRANT OR AGREEMENT

PAGE 1 OF PAGES 2

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER:	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER:
21-CS-11092200-026		001

4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):
Region 9 Regional office 626 E. Wisconsin Ave. Milwaukee, WI 53202	White Mountain National Forest 71 White Mountain Dr. Campton, NH 03223-4272
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Natural and Cultural Resources, New Hampshire Department of 172 Pembroke Lane Concord, NH 03301-5791	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
☐	CHANGE IN PERFORMANCE PERIOD:
☐	CHANGE IN FUNDING:
☐	ADMINISTRATIVE CHANGES:
☒	OTHER (Specify type of modification): Revised Original Award Financial Plan

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):
Revised original award financial plan is attached and now acts as the only financial plan for the original award.

10. ATTACHED DOCUMENTATION (Check all that apply):

☐	Revised Scope of Work
☒	Revised Financial Plan
☐	Other:

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. NEW HAMPSHIRE DEPT. OF NATURAL AND CULTURAL RESOURCES SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
Sarah Stewart (Signature of Signatory Official)	8/17/21	(Signature of Signatory Official)	
11.E. SARAH L. STEWART		11.F. DEREK IBARGUEN	
11.G. Commissioner, New Hampshire Department of Natural and Cultural Resources		11.H. Forest Supervisor, White Mountain National Forest	

12. G&A REVIEW

12.A. **The authority and format of this modification have been reviewed and approved for signature by:**	12.B. DATE SIGNED
Jeffrey S. Garde JEFFREY S. GARDE U.S. Forest Service Grants & Agreements Specialist	08/12/2021

USDA Forest Service

OMB 0596-0217
FS-1500-19

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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U.S. Forest Service

OMB 0596-0217
FS-1500-17B

Attachment:

USFS Agreement No.: 21-CS-11092200-026
Cooperator Agreement No.:
Mod. No.: 1

Note: This Financial Plan may be used when:
(1) No program income is expected and
(2) The Cooperator is not giving cash to the FS and
(3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		
COST ELEMENTS	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	(e) Total
Direct Costs					
Salaries/Labor	$1,970.00	$0.00	$88,500.00	$0.00	$90,470.00
Travel	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00	$76,250.00
Supplies/Materials	$0.00	$30,000.00	$0.00	$77,250.00	$31,000.00
Printing	$0.00	$0.00	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00	$0.00	$0.00
Other					$0.00
Subtotal	$1,970.00	$30,000.00	$88,500.00	$77,250.00	$197,720.00
Coop Indirect Costs		$0.00	$0.00		$0.00
FS Overhead Costs	$0.00				$0.00
Total	$1,970.00	$30,000.00	$88,500.00	$77,250.00	
Total Project Value:					$197,720.00

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 16.17%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 83.83%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determing a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formules, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x $1,200/contract= $1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor

Standard Calculation

Job Description		Cost/Day	# of Days		Total
Program Manger		$360.00	2.00		$720.00
Trail Manager		$250.00	5.00		$1,250.00
					$0.00

Total Salaries/Labor					**$1,970.00**

Subtotal Direct Costs	$1,970.00

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs			Total
	$1,970.00			$0.00
Total FS Overhead Costs				**$0.00**

TOTAL COST	**$1,970.00**

WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determing a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formules, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x $1,200/contract= $1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Supplies/Materials

Supplies/Materials		# of Items	Cost/Item	Total
Non-Standard Calculation				
Lumber and building materials for bridge maintenance, gravel, signs				$30,000.00
Total Supplies/Materials				**$30,000.00**

Subtotal Direct Costs	$30,000.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs			Total
	$30,000.00			$0.00
Total Coop. Indirect Costs				**$0.00**

TOTAL COST	$30,000.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determing a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formules, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x $1,200/contract= $1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor

Standard Calculation

Job Description		Cost/Day	# of Days		Total
Summer Trail Work		$170.00	50.00		$8,500.00
Winter Trail Grooming		$1,600.00	50.00		$80,000.00
(as funding allows)					$0.00
					$0.00
Total Salaries/Labor					**$88,500.00**

Subtotal Direct Costs	$88,500.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs			Total
	$88,500.00			$0.00
Total Coop. Indirect Costs				**$0.00**

TOTAL COST	**$88,500.00**

WORKSHEET FOR

Cooperator In-Kind Contribution Cost Analysis, Column (d)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determing a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formules, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x $1,200/contract= $1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Days	# of Items	Cost/Item	Total
Signs		100.00	$10.00	$1,000.00
Snow Groomer	50	3.00	$500.00	$75,000.00
Chainsaw, Brush saws		5.00	$250.00	$1,250.00
				$0.00
Total Supplies/Materials				**$77,250.00**

Subtotal Direct Costs	$77,250.00

TOTAL COST	$77,250.00

New Hampshire Snowmobile Trail Maintenance and Travel Management Partnership Challenge Cost-Share Agreement Work Statement

I. Purpose & Objectives

To provide a detailed description of the mutually agreed upon work between the U.S. Forest Service - White Mountain National Forest and the New Hampshire Department of Natural and Cultural Resources, Trails Bureau. The objectives of this agreement are to:

1. Provide a safe and enjoyable recreation experience for visitors on the White Mountain National Forest snowmobile trails
2. Complete maintenance and construction tasks that are critical for visitor safety and resource protection on snowmobile trails on the WMNF
3. Complete project management activities associated with the Trails Bureau staff and volunteer crews working on project activities identified in Section II of this document.

II. Scope of Work

Activity	Funding
Trail Maintenance Activities, including: • Priority trail repairs and maintenance needs as identified by U.S. Forest Service staff on the Saco, Androscoggin, and Pemigewasset Ranger Districts in collaboration with trail club partners Cooperator Non-Cash)	$90,470.00
• Purchase and provide materials and supplies for identified priority trail tread, trail structure repairs and maintenance needs as identified by U.S. Forest Service staff in collaboration with NH Trails Bureau and partner clubs within the WMNF snowmobile trail system. $90,470.00 (FS Cash and Cooperator In-Kind)	$107,250.00

III. Project Specifics:

General

Forest Service staff will supply Trails Bureau crews with applicable information on Forest Plan Standards and Guidelines, Manuals, Standard Drawings, and NEPA decision resource mitigations. All Trails Bureau crews and workers will adhere to these requirements when implementing projects.