



# New Hampshire Fish and Game Department

DEC 22 '22 PM 12:59 RCVD

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December 12, 2022

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

### REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department (NHFGD) to accept and expend \$27,000 in grant funds from the Wildlife Heritage Foundation of New Hampshire (WHF) for funding a project at the NHFGD Barry Conservation Camp from the date of Governor and Council approval through June 30, 2023. 100% Agency Income.

Funds to be budgeted as follows:

Wildlife Heritage Foundation 03-75-75-750020-80490000 Fiscal Year 2023						
Class	Expense Account	Class Description	Revenue Account	Current Budget	Requested Change	Adjusted Budget
004		INTRA AGENCY TRANSFERS	407249-44	119,750	27,000	146,750
<b>Total</b>				<b>\$119,750</b>	<b>\$27,000</b>	<b>\$146,750</b>
<b>Expense</b>						
020	500200	CURRENT EXPENSES		75,000	0	75,000
023	500291	HEAT,ELECTRICITY, WATER		750	0	750
030	500311	EQUIPMENT		34,000	0	34,000
048	500226	CONTRACTUAL MAINTENANCE	407249-44	10,000	27,000	37,000
<b>Total</b>				<b>\$119,750</b>	<b>\$27,000</b>	<b>\$146,750</b>

### Explanation

The Wildlife Heritage Foundation of New Hampshire was established to enhance, through private financial support, the critical conservation programs of Fish and Game. As a New Hampshire nonprofit corporation, recognized as a 01(c)(3) public charity by the Internal Revenue Service, the Foundation was designated as an official nonprofit partner of NHFGD by the Fish and Game Commission under authority granted through RSA 206:33-c at their August 20, 2008 meeting.

A grant of \$27,000.00 is being given to NHFGD to partially cover the cost of installation of a water well for Barry Conservation Camp. This well is part of a larger replacement and upgrade water project for the Berlin Hatchery, residence and Barry Conservation Camp.

Respectfully submitted,

Scott R. Mason  
Executive Director

Kathy Ann LaBonte, Chief  
Business Division



WILDLIFE HERITAGE  
FOUNDATION of NH

*Grant Agreement*

This Grant Agreement ("Agreement") is made December 12, 2022 between the Wildlife Heritage Foundation of New Hampshire ("WHFNH"), 54 Portsmouth Street, Concord, NH 03301 and the State of New Hampshire Fish and Game Department (NHF&G), 11 Hazen Drive, Concord, NH 03301.

As the official nonprofit partner of NHF&G the WHFNH has awarded NHF&G funds to create, coordinate and administer the project **Barry Camp Well Project** ("Project"), as more fully described in NHF&G's grant proposal ("Grant Proposal") as originally submitted to the WHFNH.

NHF&G expressly acknowledges and agrees to comply fully with the following terms and conditions with the acceptance of this grant ("Grant"):

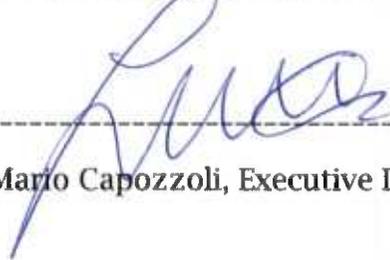
1. This Agreement shall commence on the date last executed by both the WHFNH and NHF&G and shall expire on December 7, 2023 ("Grant Period"). There will be no extensions allowed for this grant.
2. NHF&G is awarded the total amount of **\$27,000.00** to pursue its Project. Upon receipt of a signed Agreement from NHF&G, WHFNH shall disburse funds on a reimbursement basis when it receives invoices, along with receipts and documentation.
3. NHF&G agrees that all funds it receives under this Grant shall be used exclusively for the purposes specified in the grant proposal as approved. Grant funds shall not be used for any unrelated or indirect expenses.
4. NHF&G shall notify WHFNH in writing of any significant changes regarding the use of funds or any modifications to scheduled Project events and/or activities as originally proposed, in carrying out the intentions of the Grant. Any changes regarding the use of funds or any modifications to scheduled events and/or activities are subject to the prior written approval of the WHFNH. If the purpose of the grant changes significantly, then the WHFNH reserves the right to immediately stop all funding and receive full reimbursement of any previously distributed funds.
5. NHF&G hereby warrants that all activities performed in connection with the project under this Agreement will comply with all applicable federal, state and municipal laws, statutes, codes, circulars or other governmental restrictions.
6. At all times during the Grant Period, NHF&G shall maintain current records to accurately account for funds it is awarded. These records shall identify expenditures, complete with substantiating documents including but not limited to bills, invoices, cancelled checks and receipts. Any and all records maintained by NHF&G in connection with the Grant are subject to inspection by the WHFNH upon reasonable written notice.

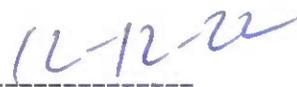
7. NHF&G shall acknowledge the contribution of the WHFNH to the Project by conspicuously including the WHFNH's logo and the following statement at a location at Barry Camp and in all NHF&G issued Project press releases, social media/website postings, signage, brochures or other public communications: **"This project is supported by the Wildlife Heritage Foundation of New Hampshire, the official non-profit partner of the New Hampshire Fish and Game Department."** Please contact our office for Foundation logo specifications.
8. WHFNH may periodically monitor and conduct an evaluation of the project. NHF&G agrees to fully cooperate with WHFNH and provide all necessary assistance in connection with such evaluation.
9. Mid-term Reporting: NHF&G shall furnish the WHFNH with a written progress report prepared at the half-way point during the term of the grant, or every 6 months, if the term is longer than a year. Mid-term report must include the following:
  - a. **Budget report**
  - b. **Progress report** on fulfilling the goals of the project
  - c. **Mid-term photos** of the project in progress
  - d. **Narrative about any possible challenges** that NHF&G is facing
  - e. **Proof from NHF&G's Business Division** that funding partner(s) contributed their portion of the grant (as stipulated in the grant guidelines and submitted in the grant application)
10. Final Reporting: NHF&G shall furnish the WHFNH with a written final report prepared and submitted to the WHFNH within 30 days of the completion of the grant and before the invoice is submitted. The report must be in MSWord, not .pdf or other format. The final report must include the following:
  - a. **Final project narrative**, including how the goals have been accomplished. Ensure that this narrative includes short-term and long-term impact on the problem areas/gap, and how this successful project helps NHF&G better achieve its daily work.
  - b. **Broader strategic narrative** about how the project will positively impact NHF&G's mission and strategic plan (be specific as to which strategic goal/s this project pertains to). Ensure that this broader strategic narrative includes information about how this project added longer-term value.
  - c. **Color photos** of the final project in .jpg format and attached, not inserted. (The WHFNH's staff must be able to detach, scale, and re-post on other media.)
  - d. **Data points:** include pertinent data, such as:
    - i. Deployable missions (example for law enforcement equipment)
    - ii. Bodies recovered (example for dive team equipment)
    - iii. Number of wildlife impacted (example for wildlife biologist projects)
    - iv. Number of attendees/visitors (example for DWNHD and Great Bay Discovery Center visitors)
    - v. Number of kids impacted (example for urban wildlife education)
  - e. **Proof of appropriate public recognition** of the WHFNH (photos, sample printed reports, sample collateral or literature, etc.)
  - f. **Impact story** that can be shared publicly. Should be a compelling human-interest story that the WHFNH can use when approaching donors and other stakeholders
  - g. **Sustainability statement.** Please include a short statement about how NHF&G plans on leveraging the outcome of this project or purchase in a sustainable way that helps meet the needs of the Department.

11. This grant ID is: **BD272-12.22** and must be included with all correspondence, reports, and/or invoicing for this grant. No grant payments will be made unless and until all requirements are met in full. All remaining funds will be re-invested in WHFNH parent funds and not be available for this project.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, have executed the Agreement and agree to its terms and conditions.

***For the Wildlife Heritage Foundation of New Hampshire:***

  
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L. Mario Capozzoli, Executive Director

  
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Date

***For the New Hampshire Fish and Game Department:***

  
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Scott Mason, Executive Director

  
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Date

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*Official Non-Profit Partner of the NH Fish and Game Department*