The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

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April 26, 2023

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

REQUESTED ACTION

Authorize the Department of Environmental Services to enter into a **SOLE SOURCE** agreement with the University of New Hampshire (UNH), Sponsored Programs Administration (VC #315187-B083), Durham, NH, in the amount of $32,012 to continue to develop and advance a volunteer beach profile monitoring program for New Hampshire's ocean beaches, effective as of July 1, 2023 through June 30, 2024, upon Governor and Council approval. The funding source is 100% Federal Funds.

Funding is available in the following account. Funding for Fiscal Year 2024 is contingent upon continuing appropriation and availability of funds.

	FY2024
03-44-44-442010-3642-102-500731	$32,012
Dept. Environmental Services, Coastal Zone Management, Contracts – Federal	

EXPLANATION

NHDES requests approval of this **SOLE SOURCE** agreement to advance a volunteer beach profile monitoring program for New Hampshire's ocean beaches. This agreement is **SOLE SOURCE** because UNH has unique expertise in beach profiling, has conducted extensive research on New Hampshire's ocean beaches, and has significant experience developing volunteer-based programs, such as the New Hampshire Sea Grant/UNH Cooperative Extension Coastal Research Volunteer program. The New Hampshire Volunteer Beach Profile Monitoring Program brings together experts from New Hampshire Sea Grant/UNH Cooperative Extension and the UNH Center for Coastal and Ocean Mapping to continue to develop a program to train and mobilize volunteers to collect measurements of beach surface elevations along New Hampshire's Atlantic coast. Quantifying changes in beach contours over time will provide increased understanding of responses to storms as well as seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision-makers with important information on coastal processes to help them guide beach management. In addition, beach profiles will provide critical data to inform storm surge forecasting models currently being developed by the National Weather Service.

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In 2017, the New Hampshire Geological Survey (NHGS) completed a geomorphic change analysis of New Hampshire's ocean beaches using Light Detection and Ranging (LiDAR) surveys from four to six time steps between 2000 and 2014 in order to assess the needs of beach nourishment projects. This analysis indicates that the majority of New Hampshire's ocean beaches experienced erosion during the time period captured by the LiDAR surveys. However, because significant changes to beach geomorphology can occur at time scales that are much shorter (e.g., days, weeks, months) than those used in the NHGS analysis, more frequent topographic monitoring of New Hampshire's ocean beaches is needed to better understand shoreline change over time.

Total project costs are budgeted at $52,012. NHDES will provide $32,012 of the project costs through a federal grant. UNH will provide $20,000 in matching funds.

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 of this item.

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 **6/30/24**. 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: **New Hampshire Volunteer Beach Profile Monitoring Program**

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	**Campus Project Administrator**
Name: Christian Williams	Name: Jeff Burgess
Address: New Hampshire Coastal Program Department of Environmental Services 222 International Drive, Suite 175 Portsmouth, NH 03801	Address: University of New Hampshire Sponsored Programs Administration Service Building/51 College Road Durham, NH 03824
Phone: 559-0025	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	**Campus Project Director**
Name: Steven Couture	Name: Alyson Eberhardt
Address: New Hampshire Coastal Program Department of Environmental Services 222 International Drive, Suite 175 Portsmouth, NH 03801	Address: University of New Hampshire Cooperative Extension/NH Sea Grant 122 Mast Road Lee, NH 03861
Phone: 559-0027	Phone: 862-6709

Campus Authorized Official KJ
Date 4.14.23

F. Total State funds in the amount of **$32,012** 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 38.4% 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. **NA22NOS4190031** from **National Oceanic and Atmospheric Administration (NOAA)** 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: 2023.04.14 15:02:16 -04'00'

By An Authorized Official of:
Department of Environmental Services
Name: Robert R. Scott
Title: Commissioner
Signature and Date: 4/27/23

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Joshua Harrison
Title: Assistant Attorney General
Signature and Date: 5/15/2023

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

EXHIBIT A

Campus Authorized Official KJ
Date 4.14.23

A. **Project Title:** New Hampshire Volunteer Beach Profile Monitoring Program

B. **Project Period:** July 1, 2023 through June 30, 2024

C. **Objectives:** The goal of the proposed project is to continue to develop and advance the New Hampshire Volunteer Beach Profile Monitoring Program (VBPMP). Quantifying changes in beach contours over time will provide increased understanding of responses to storms as well as seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision makers with important information on coastal processes for guiding beach management. In addition, beach profiles will provide critical data to inform storm surge forecasting models currently in development by the National Weather Service. To achieve this goal, project objectives include the following:

- Continue outreach efforts;
- Maintain VBPMP webpage;
- Assist New Hampshire Geological Survey;
- Volunteer engagement;
- Quality control;
- Maintain equipment and field stations;
- Data analysis and synthesis;
- Explore alternative data collection methods; and
- Future program funding.

D. **Scope of Work:** Stated below:

1. **Continue outreach efforts.** Continue established engagement and data sharing to end users of VBPMP data, such as beach profiling volunteers, NH Dredge Management Task Force members, beach managers (e.g., NH State Parks, coastal municipal staff and board members), NH Fish and Game, coastal landowners, legislators, or others.

2. **Maintain VBPMP webpage.** Maintain and update as necessary the VBPMP page on the New Hampshire Sea Grant web site, which includes information to support existing volunteers, recruit new volunteers, and provide data sources to stakeholders.

3. **Assist New Hampshire Geological Survey (NHGS).** Continue to provide input and assist the NHGS with data retrieval, uploading, processing, and archiving to support NHGS' ongoing maintenance of an interactive website.

4. **Volunteer engagement**. Maintain communication with volunteers (e.g., scheduling data collection dates and times, troubleshooting issues and concerns among volunteers, sharing information), field support, and volunteer recruitment and training (as needed). Provide continuing education opportunities to volunteers.

5. **Quality control**. Conduct periodic field visits to observe and advise volunteers to ensure consistency in data collection efforts.

6. **Maintain equipment and field stations.** Maintain and adjust profile stations as needed (e.g., replacing station markers, releveling as necessary). Perform periodic maintenance and repair of

Campus Authorized Official KJ
Date 4.14.23

profiling equipment as necessary. Evaluate the network and the potential for adding or removing stations.

7. **Evaluation of profiling stations.** Evaluate the network of profiling stations. Consider where data needs align with profiling stations and add or remove stations as necessary.

8. **Data analysis and synthesis**. Process and analyze profile data. Update data reports as needed.

9. **Future program funding**. Continue efforts to seek support for the VBPMP such as fund-raisers and partnering with the NH Coastal Program to explore the potential for state, municipal, and other contributions.

E. **Deliverables Schedule:** Reports: Campus Project Director shall provide one semi-annual progress report summarizing work to date and a final report documenting the results of the project. The semi-annual report shall cover the period July 1, 2023 through December 31, 2023 and shall be due January 12, 2024. The final report shall include a final budget summary and shall be due by June 30, 2024.

F. **Budget and Invoicing Instructions:** Campus shall submit invoices to State on standard Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices shall be based on actual project expenses incurred during the invoicing period and shall show current and cumulative expenses by major budget categories as shown below. Upon receipt and approval by the State Project Director of the invoices, State shall issue payment to Campus based on the costs documented by Campus. State shall pay Campus within 30 days of receipt of each invoice. Campus shall 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	$19,864	-	$19,864
2. Fringe Benefits	$ 5,242	-	$ 5,242
3. Travel	$ -	-	$ -
4. Supplies and Services	$ 300	-	$ 300
5. Sub-Contractual	$ -	-	$ -
5. Other (volunteer services)	$ -	$20,000	$20,000
6. Facilities and Admin.	$ 6,606	-	$ 6,606
Subtotals:	$32,012	$20,000	$52,012

Total Project Costs: $52,012

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 New Hampshire Department of Environmental Services Coastal Program." All final work products must meet the applicable Americans with Disabilities Act (ADA) Title II Regulations to the extent

Campus Authorized Official KJ
Date 4.14.23

practicable and shall be guided by best practices outlined in the Revised Section 508 Standards of the Rehabilitation Act and the Web Content Accessibility Guidelines (WCAG). At minimum, final work products shall include sans-serif fonts, underlined and descriptive text links, color best practices, captions for audio and video content, headers in tables, images with alt text, gender-neutral text, and consideration of the Plain Writing Act. Examples of final work products and outreach materials include, but are not limited to, project reports, press releases, newsletter articles, websites, videos 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

Campus Authorized Official KJ
Date 4.14.23

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).**

Campus Authorized Official KJ
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