



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

July 10, 2024



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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 amend a **SOLE SOURCE** Cooperative Project Agreement (PO# 1089534) with the University of New Hampshire (UNH), Sponsored Programs Administration (VC #315187-B083), Durham, NH, for the *UNH Coastal Neighbors Technical Assistance Program (N-TAP)* project, by extending the project completion date to August 31, 2025, from August 31, 2024, effective upon Governor and Council approval through August 31, 2025. The original agreement was approved on November 3, 2021, Item #87; amendment #1 was approved November 2, 2022, Item #50; and amendment #2 was approved May 17, 2023, Item #72. 100% Federal Funds. This is a no-cost time extension.

EXPLANATION

NHDES requests approval of an amendment to a **SOLE SOURCE** Cooperative Project Agreement (CPA) to extend the end date by 12 months in order to complete the N-TAP project. The original agreement with UNH was **SOLE SOURCE** because UNH was part of the collaborative team that created and submitted the project proposal to NOAA, and NHDES is required to adhere to the proposed work and budget as part of the federal award. In April 2024, NOAA approved the 12-month extension of the original award period. This extension is requested to complete the final segment of submitting a manuscript detailing the findings of the project to a peer-reviewed journal, such as the *Journal of Coastal Zone Management*. Given the delays earlier in the project and the time it takes to undergo the peer-review process, a 12-month no cost extension is requested. Under this amended CPA, UNH will complete the activities approved in the original CPA and subsequent Amendments 1 and 2. A copy of the original agreement and the two subsequent amendments are included as Attachment A.

To date, \$176,937.02 of the agreement amount of \$274,735 has been spent. No match is associated with this agreement. NHDES provides 100% of the project costs through the federal grant. A budget breakdown is included in the Cooperative Project Agreement Amendment 3.

In the event that federal funds become no longer available, general funds will not be requested to support this project. The amendment 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

AMENDMENT #3 to
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

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on **November 3, 2021**, Item # **87**, for the Project titled "**UNH Coastal Neighbors Technical Assistance Program (N-TAP)**," Campus Project Director, **Alyson Eberhardt**, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other:

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of _____ with _____ and/or USNH campus from _____ to _____.
- Article B. is revised to replace the Project End Date of **8/31/2024** with the revised Project End Date of **8/31/2025**, and Exhibit A, Article B is revised to replace the Project Period of **November 3, 2021 – August 31, 2024** with **November 3, 2021 – August 31, 2025**.
- Article C. is amended to add Exhibit A by including the proposal titled, " _____," dated _____.
- Article D. is amended to change the State Project Administrator to _____ and/or the Campus Project Administrator to _____.
- Article E. is amended to change the State Project Director to _____ and/or the Campus Project Director to _____.
- Article F. is amended to increase funds in the amount of \$ _____ and will read: See amendments to Exhibit A below.
- Article F. is amended to change the cost share requirement and will read:
Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:
- Article G. is exercised to amend 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, as follows:

Article _____ is amended in its entirety to read as follows:
Article _____ is amended in its entirety to read as follows:

- Article H. is amended such that:

- 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.

- Exhibit A is amended as attached and noted with italics not bold (addition) and strikethrough (deletion).
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

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

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #1** to the Cooperative Project Agreement.

By An Authorized Official of:

University of New Hampshire

Name: Dianne Hall

Title: Manager, Pre-Award Compliance

Signature and Date: Dianne Hall Digitally signed by Dianne Hall
Date: 2024.05.22 15:32:27 -0400

By An Authorized Official of:

Department of Environmental Services

Name: Robert R. Scott

Title: Commissioner

Signature and Date: Robert R. Scott 7/11/24

By An Authorized Official of: the New

Hampshire Office of the Attorney General

Name: Joshua Harrison

Title: Assistant Attorney General

Signature and Date: Joshua Harrison

7/16/2024

By An Authorized Official of: the New

Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: UNH Coastal Neighbors Technical Assistance Program (N-TAP)

B. Project Period: November 3, 2021 through August 31, 2024-2025

C. Objectives:

Program Research Question: How does a neighborhood-scale, peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning influence knowledge, confidence, engagement, networks, and action among coastal New Hampshire residents at risk of sea-level rise and coastal flooding?

Overall Program Scientific Objectives to be achieved by the end of Year 2:

1. Empower and support between 4-7 Neighborhood Coordinators to coordinate a peer-to-peer learning and engagement approach with their neighbors.
2. For at least 10 local technical assistance providers, improve ability to deliver effective technical assistance to advance small coastal community resilience, including technical assistance providers in at least three NOAA asset organizations (NHDES Coastal Program, NH Sea Grant, Great Bay National Estuarine Research Reserve).
3. Develop Programmatic Principles to guide a collaborative and equitable process of developing and implementing N-TAP.
4. For at least 50 coastal neighborhood residents (residents), increase knowledge about climate-influenced CFRI, flood resilience options, and the programs and governmental systems that fund and regulate those options.
5. For at least 50 residents, increase confidence in their expertise and capacity to advocate for neighborhood and community action.
6. For at least 100 residents, increase engagement with neighbors and for at least 20 residents, increase engagement with their municipal and/or state government.
7. Increase social capital in 4-5 neighborhoods.
8. By the end of the grant period, empower at least one neighborhood to advance coastal resilience flood mitigation strategies identified through the program.
9. Share the peer-to-peer, neighborhood technical assistance framework for coastal community resilience building with at least four other coastal states.

A. Scope of Work: NH Sea Grant/UNH Extension (NHSGE) will refer to the original full proposal to NOAA Adaptation Sciences funding opportunity entitled "Advancing scale-appropriate climate resilience: the New Hampshire Coastal Neighbors Technical Assistance Program (N-TAP)" for original description of the project scope of work, including project timeline. This Project Agreement supports the completion of activities and deliverables for the project proposal. Some details may be adjusted by the project team as the project progresses, so long as deliverables and outcomes remain generally the same or equivalent. Significant changes must be approved by NHCP (and where necessary, NOAA) and in some cases (timeline extension, etc.) may require an amendment to this Cooperative Project Agreement. NHSGE will complete the following activities to satisfy the requirements of this Project Agreement:

Activity 1: Capacity building and planning

Hire Program Coordinator

NHSGE Program Manager Eberhardt will develop a job description, hire and on-board the N-TAP Coordinator, with assistance from the project staff. The Program Coordinator will be employed by NH Sea Grant Extension and supervised by Eberhardt; this new position aligns quite closely with the goals of the Sea Grant College Program to “provide reliable technical and science-based information to residents to address local needs.” A prompt hiring will enable the Program Coordinator to be in a position to oversee the coordination of the N-TAP program from the start. Eberhardt, with assistance from NHCP Program Manager Howard, will provide the Program Coordinator with essential orientation, training, resources, and introductions to ensure they can efficiently and effectively coordinate N-TAP.

Outcome: Program Coordinator in place to launch N-TAP.

Deliverable: Program Coordinator job description developed, hire made, and training completed

Estimated timeframe: February 2022

Coordinate Meetings with Project Advisory Experts and Finalize N-TAP Work Plan

The Program Coordinator, with guidance from Managers Eberhardt and Howard, will coordinate a team of Program Advisory Experts to refine and finalize the project work plan in both group and individual meetings. Program Advisory Experts consisting of key partners from community organizations, academia, and government agencies including NOAA assets, will provide knowledge that is critical to creating an impactful N-TAP program. Expertise represented will include ecosystem restoration and management (Dr. David Burdick, Dr. Gregg Moore), floodplain management and flood insurance (Samara Ebinger, Jennifer Gilbert), evaluation (Dr. Lindsey Williams), public health and housing (Seacoast Public Health Network and others), engagement (PREP, GBNERR), facilitation (PREP, GBNERR), and local neighborhood expertise (SHEA, LTAP participants).

Outcome: Project work plan is developed and all project staff understand their roles and responsibilities, as well as project goals.

Deliverable: Final N-TAP project work plan

Estimated timeframe: February-June 2022

Identify high flood risk, low-income neighborhoods and develop a neighborhood engagement plan

Identify at least 10 priority neighborhoods. The Program Coordinator, with guidance from the Program Managers Eberhardt and Howard, will conduct a desktop analysis to identify neighborhoods of high flood and economic risk using publicly available datasets as well as local research products such as the NOAA-funded social vulnerability index created for the Hampton-Seabrook Estuary (Kirshen et al. 2018). The Program Coordinator will review findings with Program Advisory Experts and, with their expertise, identify neighborhoods on which to focus N-TAP efforts.

Develop a neighborhood engagement plan. The Program Coordinator will develop a neighborhood engagement plan with input from Program Managers and Program Advisory Experts and their larger networks experienced at working with historically underserved neighborhoods. The engagement plan will include provision of financial support and/or other barrier-reducing services and strategies to help reach new audiences on a foundation of trust, transparency, and accessibility.

Outcome: Project staff are familiar with the needs in the region and prepared to engage historically underserved neighborhoods.

Deliverable: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods

Estimated timeframe: May-September 2022

Project team coordination and grant reporting

The Program Coordinator will be responsible for coordinating members of the project staff, with support from the Program Managers, throughout the grant period with regular project staff check ins. The Program Managers will be responsible for all financial and technical reporting requirements.

Outcome: All program participants are engaged, reporting requirements are achieved, and the Program Coordinator gains experience in program management.

Deliverable: Interim financial and technical progress report due at the end of month 9 (May 2022), after which interim financial and technical progress reports due annually and semi-annually starting January 2023 (May 2023, ~~May 2024~~, January 2024, June 2024, January 2025, June 2025), and final financial performance progress report due within 60 days after the project end date.

Estimated timeframe: check ins approximately monthly

Activity 2: Neighbors Technical Assistance Program implementation

Recruit 4-7 Neighborhood Coordinators

The Program Coordinator, with guidance from the Program Managers, will build on relationships with previous L-TAP participants in the priority neighborhoods to recruit candidates to serve as Neighborhood Coordinators. In addition, guided by the engagement plan, the Program Coordinator will recruit new participants to serve as Neighborhood Coordinators from 2-4 low-income neighborhoods at risk of coastal flooding. Neighborhood Coordinators will be recruited from a total of 4-7 priority neighborhoods.

Neighborhood Coordinators are residents of high flood risk priority neighborhoods that will bring local knowledge of neighborhood culture, assets, and challenges to help develop a neighborhood-specific program, will participate in a peer-to-peer learning cohort, and will host conversations in their own neighborhoods. Neighborhood Coordinators will serve as the liaison between the project team and their neighbors.

Direct financial incentives will be available to Neighborhood Coordinators from historically underserved neighborhoods and will be administered by NHCP Program Manager Howard under direction from the Program Advisory Experts with experience providing such support. The Project Coordinator will work with the Project Staff to outline Neighborhood Coordinator cohort program, staff support, responsibilities, time commitment, and expected benefits. The Program Coordinator will work with the interested Neighborhood Coordinators to further refine their roles and responsibilities based on their needs and constraints.

Outcome: Relationships with neighborhoods established and 4-7 Neighborhood Coordinators identified.

Estimated timeframe: November 2022-February 2023

Administer Phase I Program to new Neighborhood Coordinators

The trust-building process of the Phase I (formerly L-TAP) program will form the scaffold on which the Phase II neighborhood program is built. Neighborhood Coordinators who have not previously participated in the Phase I program will participate in Phase I in order to increase participant knowledge of current and future CFRI, familiarize themselves with the technical assistance approach, create opportunities for their feedback, and to build trust with the project team (Scientific Objective 1).

The Program Coordinator will coordinate Neighborhood Coordinator participation in the Phase I program. The Program Managers will assist with site visits and Phase I content development and delivery. Program Advisory Experts from the Seacoast Public Health Network will advise the process and join the site visits, where warranted, to provide expertise in public health matters.

Outcome: New Neighborhood Coordinators are familiar with the aims and process of the program and the project staff and learn about flood risks to their residences. Data collected for program evaluation.

Estimated timeframe: March-August 2023

Confirm participation of Neighborhood Coordinators and assign Neighborhood Support teams

The Program Coordinator will coordinate assignment of a Neighborhood Support Person (including themselves) to each neighborhood. The Program Coordinator, Program Managers, and select Program Advisory Experts (i.e., the Coastal Training Program Coordinator from the Great Bay National Estuarine Research Reserve and the Technical Assistance Program Manager from the Piscataqua Region Estuaries Partnership) will each serve as a Neighborhood Support Person to support 1-2 neighborhoods. Each Neighborhood Support Person will work closely with the Neighborhood Coordinator to facilitate the N-TAP process. In addition, the Neighborhood Support Person will serve as the primary technical assistance provider in their designated neighborhood(s). The Program Coordinator will coordinate regularly scheduled check-ins among the N to seek feedback, share lessons learned, identify similarities and differences in process among neighborhoods, and participate in interviews with the Program Advisory Expert conducting the program evaluation (Scientific Objective 2).

The Program Coordinator, with guidance from the Program Managers, project staff, and Neighborhood Coordinators, will coordinate development of a set of programmatic principles as a fundamental part of the N-TAP program to further cultivate trust, collaboration, and equity. For instance, the program will be committed to clear and transparent communication, all participants will approach the collaboration from a place of humility, and all sources of knowledge will be valued including experiential, scientific, and cultural knowledge (Scientific Objective 3).

Outcome: Community and staff leaders for each neighborhood are identified and understand their roles. A culture of humility and respect is codified.

Deliverable: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles

Estimated timeframe: December 2022-March 2023

Develop neighborhood scale technical assistance plans

Collaboratively, the program team will develop neighborhood scale technical assistance plans that are specific to each neighborhood. The Program Coordinator will lead this task with support from the Program Managers, and the Neighborhood Support People. The Program Coordinator will ensure that the program evaluator helps the team incorporate and refine relevant and successful pieces from the Phase I program, including development of a survey for neighborhood participants to complete early in the program. The survey will identify individual and shared goals and barriers, and information from the survey will inform the program evaluation to assess impact and efficacy toward meeting scientific objectives. Each Neighborhood Support Person and Neighborhood Coordinator will work together to identify the needs and strengths of their neighborhood to inform the process. It is anticipated that while similarities will exist among the support needs for each neighborhood, needs will also vary requiring different engagement approaches. Program Advisory Experts with experience in facilitation, engagement, and working with historically underserved populations will help guide the development of neighborhood specific technical assistance approaches.

Outcome: Project staff and Neighborhood Coordinators gain an understanding of each neighborhood and its specific needs and collaboratively develop plans to address them.

Deliverables: Coastal Neighbors Technical Assistance Plans (NAPs) for each neighborhood

Estimated timeframe: June-December 2023

Deliver neighborhood-scale technical assistance programs

Under coordination from the Program Coordinator, the Neighborhood Support Person and Neighborhood Coordinator will deliver equitable, relevant technical assistance to 4-7 neighborhoods. Coastal residents will be recruited using approaches developed. The program evaluator will administer the survey to participants early in the program. It is anticipated that neighborhood-specific group discussions will be an important approach to foster trust, create safe spaces for discussing the complexities and uncertainties of current and future coastal flood risk and options, create abundant opportunities for participant input, and maximize the potential for learning (Gardner et al. 2009). The specifics of each facilitated conversation will be determined as part of the project; however, generally these conversations will identify goals and concerns across spatial (parcel, neighborhood, community, and region) and temporal (short, mid, or long term) scales and provide the best available climate-based coastal flood risk information, and information on governance structures and local resilience efforts. In addition, participants in neighborhood conversations will collaboratively work together to identify options and actions to develop a neighborhood resilience action plan. The activities completed will contribute to the achievement of Scientific Objectives 1 through 8.

Outcome: Coastal residents build social capital and create goals for their neighborhood resilience efforts. Data are collected for program evaluation.

Deliverables: Early program evaluation survey completed, Neighborhood resilience action plans

Estimated timeframe: November 2023–end of project period–August 2024

Plan and execute Neighborhood Coordinator peer-to-peer learning event(s)

We are evaluating the hypothesis that a peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning will improve confidence, engagement, and social capital, and ultimately coastal resilience in high flood risk neighborhoods. The Program Coordinator will work with the Neighborhood Support People to foster some peer-to-peer learning among Neighborhood Coordinators. As such, in addition to interactions in planning meetings, staff will structure at least ~~one~~ *two* opportunities for Neighborhood Coordinators to learn from one another about their respective approaches, experiences, challenges, successes, and options for mitigating coastal flood risk and increasing their neighborhood resilience. As an example, the Program Coordinator could invite established neighborhood leaders in the town of Hampton (West of Ashworth Ave and Meadow Pond neighborhoods) to join these dialogues (which could take place in a backyard barbecue setting) and share lessons they have learned since beginning their neighborhood organizing following the 2018 storms. These optional peer-to-peer learning opportunities will take place at least twice over the course of this Agreement, at a critical midway point after the neighborhood plans are developed but before they are delivered.

Outcome: Neighborhood Coordinators gain experience sharing the knowledge gained from their program to new audiences. Data are collected for program evaluation.

Deliverables: Two peer-to-peer learning events completed.

Estimated timeframe: First event at project midway point and second event toward end of August 2024 project period.

Activity 3: N-TAP research and evaluation

Support development of a program evaluation plan

The Program Coordinator, with assistance from the Program Managers, will support and provide input to the Program Evaluator Dr. Lindsey Williams (RiverSea Advisors) development of a program evaluation plan. NHCP Program Manager will administer the subagreement with RiverSea Advisors. Evaluation data collection methods included in the plan may consist of interviews with program participants and key

stakeholders and participant observation at community meetings, pre- and post-surveys and meeting evaluations.

Outcome: Project staff coordinate to ensure program evaluation of the efficacy of the N-TAP program.

Deliverable: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development)

Estimated timeframe: December 2022-June 2023

Support implementation of the program evaluation plan

The Program Coordinator and Program Managers will support the Program Evaluator as they implement the evaluation plan developed to document program efficacy and inform development of a transferable peer-to-peer, neighborhood technical assistance framework for coastal community resilience building. The Program Coordinator and Program Managers will review and provide feedback on an interim program evaluation report provided by the Program Evaluator in months 11-12 that provides initial evaluation results and recommendations for project adjustments to meet outcomes and scientific objectives by the completion of the project. The Program Coordinator and Program Managers will review and provide feedback on a final evaluation report completed by the Program Evaluator that summarizes findings across the full period of performance.

Outcome: Data are analyzed and program efficacy evaluated.

Deliverables: Interim evaluation report and final evaluation report reviewed and feedback provided.

Estimated timeframe: Mid-way through project period and again at the end of project period.

Activity 4: Neighborhood learning & sharing

Develop transferable framework for a neighborhood-scale, peer-to-peer technical assistance program for coastal resilience

N-TAP seeks to develop and test an equitable, empirically-based framework for neighborhood trust-building, learning, engagement, and empowerment that can be applied both locally and in other coastal states to address climate-influenced flood risks and support community resilience building. Based on lessons learned and program outcomes identified in the interim and final evaluation reports, the Project staff and interested Neighborhood Coordinators will collaboratively develop a transferable framework for neighborhood-scale coastal resilience engagement. The Program Coordinator will be responsible for coordinating development of the framework.

Outcome: Framework is developed to share with other coastal managers, community leaders, and organizations to facilitate their own programs and enhance the effectiveness and scale of coastal resilience technical assistance.

Deliverable: Transferable framework for technical assistance to advance neighborhood resilience

Estimated timeframe: by the end of the project period

Write and submit findings to peer reviewed journal

To share lessons learned with the larger adaptation community, Program Coordinator will coordinate the Program Managers and Program Evaluator, in partnership with other interested project staff and participants, to develop a manuscript in submission to a peer-reviewed journal, such as the Journal of Coastal Zone Management (Scientific Objective 8).

Outcome: Findings are shared with the scientific community.

Deliverable: Manuscript summarizing findings and a model for neighborhood technical assistance

Estimated timeframe: by the end of the project period

Share program outcomes and findings events and conferences

To share N-TAP findings, NHSGE and/or NH Coastal Program project staff will present at no fewer than three community, regional, and/or national scale events/conferences. Candidates include the National Environmental Justice Conference and Training Program, the Coastal States Organization, New Hampshire-Maine Climate Adaptation Technical Assistance Providers annual exchange, New Hampshire Coastal Climate Summit, Northeast Regional Ocean Council, NH Coastal Adaptation Workgroup, NH Sea Grant, NH Department of Environmental Services, and the Climigration Network (Scientific Objective 8). NHSGE will leverage the Sea Grant National Network as a vehicle for transferring the N-TAP framework to technical assistance providers and coastal adaptation professionals in other regions.

Outcome: Findings of this program are shared with a variety of audiences across a broad geographic range, with the opportunity for clarifying questions and feedback for the program team.

Deliverable: Publicly available presentation materials and/or poster.

Estimated timeframe: end of project period

Deliverables for the Project Agreement:

- A1: Program Coordinator job description developed, hire made, and initial training completed.
- A1: Final N-TAP project work plan.
- A1: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods.
- A1: Interim financial and technical progress reports and final financial and performance progress report
- A2: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles.
- A2: Coastal Neighborhood Technical Assistance Plans (TAPs) for each neighborhood
- A2: At least two peer-to-peer learning events completed.
- A2: Coastal Neighborhood resilience action plans completed for each neighborhood.
- A3: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development).
- A3: Interim evaluation report reviewed and feedback provided.
- A3: Final evaluation report reviewed and feedback provided.
- A4: Transferable framework for technical assistance developed.
- A4: Manuscript summarizing findings drafted and submitted.

E. Deliverables Schedule: Campus will provide one Performance Progress Report and associated required financial reporting covering the Project Agreement start date through May 31, 2022, due no later than June 11, 2022. Campus will provide one Performance Progress Report and associated required financial reporting covering the project period June 1, 2022 through May 31, 2023, due no later than June 11, 2023. Campus will provide one Performance Progress Report and associated required financial reporting covering the project period *March 1, 2023-August 31, 2023 due no later than April 30, 2024, June 1, 2023 through May 31, 2024, due no later than June 11, 2024. Campus will provide one Performance Progress Report and associated required financial reporting covering the project period June 1, 2024 through May 31, 2025 September 1, 2023-February 28, 2024, due no later than June 15, 2024, 2024-2025. Campus will provide one Performance Progress Report and associated required financial reporting covering the project period April 1, 2024-September 30, 2024, due no later than October 15, 2024. Campus will provide one Performance Progress Report and associated required financial reporting*

covering the project period September 1, 2024-February 28, 2025, due no later than March 31, 2025. Campus will provide one Performance Final Report and associated required financial reporting summarizing the overall project progress due no later than August 31, 2024 2025.

~~Campus will provide an additional final report due no later than June 30, 2023 detailing the progress associated with the \$22,829 provided in this amendment.~~

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice and final financial report not later than 60 days after the Project Period end date. ~~The \$22,829 added to the budget in Amendment 2 will be expended no later than June 30, 2023.~~

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$145,124	-	\$145,124
2. Fringe Benefits	\$53,060	-	\$53,060
3. Travel	\$4,725	-	\$4,725
4. Supplies and Services	\$5,000	-	\$5,000
5. Other (IT support)	-	-	-
6. Facilities and Admin.	\$56,691	-	\$56,691
Subtotals:	\$274,735	\$ 0	\$274,735
Total Project Costs: \$274,735			

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 National Oceanic and Atmospheric Administration 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 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, 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.



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

PO 1083211 LN2

March 27, 2023

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council

State House
 Concord, New Hampshire 03301

APPROVED G & C

DATE 5/17/2023

ITEM # 72

REQUESTED ACTION

Authorize the New Hampshire Department of Environmental Services (NHDES) to amend a **SOLE SOURCE** Cooperative Project Agreement (PO# 1083211) with the University of New Hampshire (UNH), Sponsored Programs Administration (VC #315187-B083), Durham, NH, for the *UNH Coastal Neighbors Technical Assistance Program (N-TAP)* project, by: (1) extending the project completion date to August 31, 2024, from August 31, 2023, (2) increasing the contract award amount by \$22,829 to \$274,735, from \$251,906 and (3) revising the scope of work to include additional deliverables, effective upon Governor & Council approval through August 31, 2024. The original agreement was approved on November 3, 2021, Item #87 and the first amendment was approved on November 2, 2022, Item #50. 100% Federal Funds.

Funding is available in the following account.

03-44-44-442010-3642-102-500731

Dept. of Environmental Services, Coastal Resilience, Contracts for Program Services

WK 12364122
 RQ 229830

FY 2023
 \$22,829

EXPLANATION

NHDES requests approval of an amendment to a **SOLE SOURCE** CPA to extend the end date by 12 months and provide the University of New Hampshire with additional funds to enhance the N-TAP project. The original agreement with UNH was **SOLE SOURCE** because UNH was part of the collaborative team that created and submitted the project proposal to NOAA, and NHDES is required to adhere to the proposed work and budget as part of the federal award. In January 2023, NOAA approved the 12-month extension of the original award period. This extension was requested due to delays caused by Covid-19 and delays in hiring a project coordinator at UNH. Under this amended CPA, UNH will complete the activities approved in the original CPA and subsequent Amendment 1. The additional funds will enable UNH to complete additional work, including participating in additional project team meetings, completing additional grant reports, extending the project coordinator position, and hiring a community outreach consultant. A copy of the original agreement and Amendment 1 are included as Attachment A.

To date, \$208,791 of the approved agreement amount of \$251,906 has been spent. No match is associated with this agreement. NHDES will provide 100% of the project costs through the federal grant. A budget breakdown is included in the Cooperative Project Agreement Amendment 2.

926/4100

His Excellency, Governor Christopher T. Sununu
and The Honorable Council

Page 2 of 2

In the event that Federal Funds become no longer available, General Funds will not be requested to support this project. The amendment 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

**Jar AMENDMENT #2 to
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**

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on **November 3, 2021**, item # **87**, for the Project titled "**UNH Coastal Neighbors Technical Assistance Program (N-TAP)**," Campus Project Director, **Alyson Eberhardt**, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other:

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of _____ with _____ and/or USNH campus from _____ to _____.
- Article B. is revised to replace the Project End Date of **8/31/2023** with the revised Project End Date of **8/31/2024**, and Exhibit A, article B is revised to replace the Project Period of **November 3, 2021 – August 31, 2023** with **November 3, 2021 – August 31, 2024**.
- Article C. is amended to add Exhibit A by including the proposal titled, " _____," dated _____.
- Article D. is amended to change the State Project Administrator to _____ and/or the Campus Project Administrator to _____.
- Article E. is amended to change the State Project Director to _____ and/or the Campus Project Director to _____.
- Article F. is amended to increase funds in the amount of **\$22,829** and will read: See amendments to Exhibit A below.
- Article F. is amended to change the cost share requirement and will read:
Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:
- Article G. is exercised to amend 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, as follows:

Article _____ is amended in its entirety to read as follows:

Article is amended in its entirety to read as follows:

- Article H. is amended such that:
 - 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.
 - Exhibit A is amended as attached and noted with italics not bold (addition) and strikethrough (deletion).
 - Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

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

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this Amendment #1 to the Cooperative Project Agreement.

By An Authorized Official of:
 University of New Hampshire
 Name: Karen Jensen
 Title: Director, Pre-Award Compliance
 Signature and Date: Karen Jensen Digitally signed by Karen Jensen
Date: 2023.03.08 16:24:48 -0500

By An Authorized Official of:
 Department of Environmental Services
 Name: Robert R. Scott
 Title: Commissioner
 Signature and Date: [Signature] 3/3/23

By An Authorized Official of: the New
 Hampshire Office of the Attorney General
 Name: Joshua Harrison
 Title: Assistant Attorney General
 Signature and Date: [Signature]
 4/30/2023

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

EXHIBIT A

A. **Project Title:** UNH Coastal Neighbors Technical Assistance Program (N-TAP)

B. **Project Period:** November 3, 2021 through August 31, ~~2023~~-2024

C. **Objectives:**

Program Research Question: How does a neighborhood-scale, peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning influence knowledge, confidence, engagement, networks, and action among coastal New Hampshire residents at risk of sea-level rise and coastal flooding?

Overall Program Scientific Objectives to be achieved by the end of Year 2:

1. Empower and support between 4-7 Neighborhood Coordinators to coordinate a peer-to-peer learning and engagement approach with their neighbors.
2. For at least 10 local technical assistance providers, improve ability to deliver effective technical assistance to advance small coastal community resilience, including technical assistance providers in at least three NOAA asset organizations (NHDES Coastal Program, NH Sea Grant, Great Bay National Estuarine Research Reserve).
3. Develop Programmatic Principles to guide a collaborative and equitable process of developing and implementing N-TAP.
4. For at least 50 coastal neighborhood residents (residents), increase knowledge about climate-influenced CFRI, flood resilience options, and the programs and governmental systems that fund and regulate those options.
5. For at least 50 residents, increase confidence in their expertise and capacity to advocate for neighborhood and community action.
6. For at least 100 residents, increase engagement with neighbors and for at least 20 residents, increase engagement with their municipal and/or state government.
7. Increase social capital in 4-5 neighborhoods.
8. By the end of the grant period, empower at least one neighborhood to advance coastal resilience flood mitigation strategies identified through the program.
9. Share the peer-to-peer, neighborhood technical assistance framework for coastal community resilience building with at least four other coastal states.

A. **Scope of Work:** NH Sea Grant/UNH Extension (NHSGE) will refer to the original full proposal to NOAA Adaptation Sciences funding opportunity entitled "Advancing scale-appropriate climate resilience: the New Hampshire Coastal Neighbors Technical Assistance Program (N-TAP)" for original description of the project scope of work, including project timeline. This Project Agreement supports the completion of activities and deliverables for the project proposal. Some details may be adjusted by the project team as the project progresses, so long as deliverables and outcomes remain generally the same or equivalent. Significant changes must be approved by NHCP (and where necessary, NOAA) and in some cases (timeline extension, etc.) may require an amendment to this Cooperative Project Agreement. NHSGE will complete the following activities to satisfy the requirements of this Project Agreement:

Activity 1: Capacity building and planning

Hire Program Coordinator

NHSGE Program Manager Eberhardt will develop a job description, hire and on-board the N-TAP Coordinator, with assistance from the project staff. The Program Coordinator will be employed by NH Sea Grant Extension and supervised by Eberhardt; this new position aligns quite closely with the goals of the Sea Grant College Program to “provide reliable technical and science-based information to residents to address local needs.” A prompt hiring will enable the Program Coordinator to be in a position to oversee the coordination of the N-TAP program from the start. Eberhardt, with assistance from NHCP Program Manager Howard, will provide the Program Coordinator with essential orientation, training, resources, and introductions to ensure they can efficiently and effectively coordinate N-TAP.

Outcome: Program Coordinator in place to launch N-TAP.

Deliverable: Program Coordinator job description developed, hire made, and training completed

Estimated timeframe: ~~month 1-3~~ February 2022

Coordinate Meetings with Project Advisory Experts and Finalize N-TAP Work Plan

The Program Coordinator, with guidance from Managers Eberhardt and Howard, will coordinate a team of Program Advisory Experts to refine and finalize the project work plan in both group and individual meetings. Program Advisory Experts consisting of key partners from community organizations, academia, and government agencies including NOAA assets, will provide knowledge that is critical to creating an impactful N-TAP program. Expertise represented will include ecosystem restoration and management (Dr. David Burdick, Dr. Gregg Moore), floodplain management and flood insurance (Samara Ebinger, Jennifer Gilbert), evaluation (Dr. Lindsey Williams), public health and housing (Seacoast Public Health Network and others), engagement (PREP, GBNERR), facilitation (PREP, GBNERR), and local neighborhood expertise (SHEA, LTAP participants).

Outcome: Project work plan is developed and all project staff understand their roles and responsibilities, as well as project goals.

Deliverable: Final N-TAP project work plan

Estimated timeframe: ~~month 2-3~~ February-June 2022

Identify high flood risk, low-income neighborhoods and develop a neighborhood engagement plan

Identify at least 10 priority neighborhoods. The Program Coordinator, with guidance from the Program Managers Eberhardt and Howard, will conduct a desktop analysis to identify neighborhoods of high flood and economic risk using publicly available datasets as well as local research products such as the NOAA-funded social vulnerability index created for the Hampton-Seabrook Estuary (Kirshen et al. 2018). The Program Coordinator will review findings with Program Advisory Experts and, with their expertise, identify neighborhoods on which to focus N-TAP efforts.

Develop a neighborhood engagement plan. The Program Coordinator will develop a neighborhood engagement plan with input from Program Managers and Program Advisory Experts and their larger networks experienced at working with historically underserved neighborhoods. The engagement plan will include provision of financial support and/or other barrier-reducing services and strategies to help reach new audiences on a foundation of trust, transparency, and accessibility.

Outcome: Project staff are familiar with the needs in the region and prepared to engage historically underserved neighborhoods.

Deliverable: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods

Estimated timeframe: ~~month 3-5~~ May-September 2022

Project team coordination and grant reporting

The Program Coordinator will be responsible for coordinating members of the project staff, with support from the Program Managers, throughout the grant period with regular project staff check ins. The Program Managers will be responsible for all financial and technical reporting requirements.

Outcome: All program participants are engaged, reporting requirements are achieved, and the Program Coordinator gains experience in program management.

Deliverable: Interim financial and technical progress report due at the end of month 9 (May 2022), after which interim financial and technical progress reports due annually (May 2023, May 2024), and final financial performance progress report due within 60 days after the project end date.

Estimated timeframe: check ins approximately monthly

Activity 2: Neighbors Technical Assistance Program implementation

Recruit 4-7 Neighborhood Coordinators

The Program Coordinator, with guidance from the Program Managers, will build on relationships with previous L-TAP participants in the priority neighborhoods to recruit candidates to serve as Neighborhood Coordinators. In addition, guided by the engagement plan, the Program Coordinator will recruit new participants to serve as Neighborhood Coordinators from 2-4 low-income neighborhoods at risk of coastal flooding. Neighborhood Coordinators will be recruited from a total of 4-7 priority neighborhoods.

Neighborhood Coordinators are residents of high flood risk priority neighborhoods that will bring local knowledge of neighborhood culture, assets, and challenges to help develop a neighborhood-specific program, will participate in a peer-to-peer learning cohort, and will host conversations in their own neighborhoods. Neighborhood Coordinators will serve as the liaison between the project team and their neighbors.

Direct financial incentives will be available to Neighborhood Coordinators from historically underserved neighborhoods and will be administered by NHCP Program Manager Howard under direction from the Program Advisory Experts with experience providing such support. The Project Coordinator will work with the Project Staff to outline Neighborhood Coordinator cohort program, staff support, responsibilities, time commitment, and expected benefits. The Program Coordinator will work with the interested Neighborhood Coordinators to further refine their roles and responsibilities based on their needs and constraints.

Outcome: Relationships with neighborhoods established and 4-7 Neighborhood Coordinators identified.

Estimated timeframe: ~~month 3-6~~ November 2022-February 2023

Administer Phase I Program to new Neighborhood Coordinators

The trust-building process of the Phase I (formerly L-TAP) program will form the scaffold on which the Phase II neighborhood program is built. Neighborhood Coordinators who have not previously participated in the Phase I program will participate in Phase I in order to increase participant knowledge of current and future CFRI, familiarize themselves with the technical assistance approach, create opportunities for their feedback, and to build trust with the project team (Scientific Objective 1).

The Program Coordinator will coordinate Neighborhood Coordinator participation in the Phase I program. The Program Managers will assist with site visits and Phase I content development and delivery. Program Advisory Experts from the Seacoast Public Health Network will advise the process and join the site visits, where warranted, to provide expertise in public health matters.

Outcome: New Neighborhood Coordinators are familiar with the aims and process of the program and the project staff and learn about flood risks to their residences. Data collected for program evaluation.

Estimated timeframe: ~~month 4-8~~ March-August 2023

Confirm participation of Neighborhood Coordinators and assign Neighborhood Support teams

The Program Coordinator will coordinate assignment of a Neighborhood Support Person (including themselves) to each neighborhood. The Program Coordinator, Program Managers, and select Program Advisory Experts (i.e., the Coastal Training Program Coordinator from the Great Bay National Estuarine Research Reserve and the Technical Assistance Program Manager from the Piscataqua Region Estuaries Partnership) will each serve as a Neighborhood Support Person to support 1-2 neighborhoods. Each Neighborhood Support Person will work closely with the Neighborhood Coordinator to facilitate the N-TAP process. In addition, the Neighborhood Support Person will serve as the primary technical assistance provider in their designated neighborhood(s). The Program Coordinator will coordinate regularly scheduled check-ins among the N to seek feedback, share lessons learned, identify similarities and differences in process among neighborhoods, and participate in interviews with the Program Advisory Expert conducting the program evaluation (Scientific Objective 2).

The Program Coordinator, with guidance from the Program Managers, project staff, and Neighborhood Coordinators, will coordinate development of a set of programmatic principles as a fundamental part of the N-TAP program to further cultivate trust, collaboration, and equity. For instance, the program will be committed to clear and transparent communication, all participants will approach the collaboration from a place of humility, and all sources of knowledge will be valued including experiential, scientific, and cultural knowledge (Scientific Objective 3).

Outcome: Community and staff leaders for each neighborhood are identified and understand their roles. A culture of humility and respect is codified.

Deliverable: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles

Estimated timeframe: ~~month 4-8~~ December 2022-March 2023

Develop neighborhood scale technical assistance plans

Collaboratively, the program team will develop neighborhood scale technical assistance plans that are specific to each neighborhood. The Program Coordinator will lead this task with support from the Program Managers, and the Neighborhood Support People. The Program Coordinator will ensure that the program evaluator helps the team incorporate and refine relevant and successful pieces from the Phase I program, including development of a survey for neighborhood participants to complete early in the program. The survey will identify individual and shared goals and barriers, and information from the survey will inform the program evaluation to assess impact and efficacy toward meeting scientific objectives. Each Neighborhood Support Person and Neighborhood Coordinator will work together to identify the needs and strengths of their neighborhood to inform the process. It is anticipated that while similarities will exist among the support needs for each neighborhood, needs will also vary requiring different engagement approaches. Program Advisory Experts with experience in facilitation, engagement, and working with historically underserved populations will help guide the development of neighborhood specific technical assistance approaches.

Outcome: Project staff and Neighborhood Coordinators gain an understanding of each neighborhood and its specific needs and collaboratively develop plans to address them.

Deliverables: Coastal Neighbors Technical Assistance Plans (NAPs) for each neighborhood

Estimated timeframe: ~~month 6-12~~ June-December 2023

Deliver neighborhood-scale technical assistance programs

Under coordination from the Program Coordinator, the Neighborhood Support Person and Neighborhood Coordinator will deliver equitable, relevant technical assistance to 4-7 neighborhoods. Coastal residents will be recruited using approaches developed. The program evaluator will administer the survey to

participants early in the program. It is anticipated that neighborhood-specific group discussions will be an important approach to foster trust, create safe spaces for discussing the complexities and uncertainties of current and future coastal flood risk and options, create abundant opportunities for participant input, and maximize the potential for learning (Gardner et al. 2009). The specifics of each facilitated conversation will be determined as part of the project; however, generally these conversations will identify goals and concerns across spatial (parcel, neighborhood, community, and region) and temporal (short, mid, or long term) scales and provide the best available climate-based coastal flood risk information, and information on governance structures and local resilience efforts. In addition, participants in neighborhood conversations will collaboratively work together to identify options and actions to develop a neighborhood resilience action plan. The activities completed will contribute to the achievement of Scientific Objectives 1 through 8.

Outcome: Coastal residents build social capital and create goals for their neighborhood resilience efforts. Data are collected for program evaluation.

Deliverables: Early program evaluation survey completed, Neighborhood resilience action plans

Estimated timeframe: ~~month 12~~ end of project period-November 2023-end of project period

Plan and execute Neighborhood Coordinator peer-to-peer learning event(s)

We are evaluating the hypothesis that a peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning will improve confidence, engagement, and social capital, and ultimately coastal resilience in high flood risk neighborhoods. The Program Coordinator will work with the Neighborhood Support People to foster some peer-to-peer learning among Neighborhood Coordinators. As such, in addition to interactions in planning meetings, staff will structure at least ~~one~~ two opportunities for Neighborhood Coordinators to learn from one another about their respective approaches, experiences, challenges, successes, and options for mitigating coastal flood risk and increasing their neighborhood resilience. As an example, the Program Coordinator could invite established neighborhood leaders in the town of Hampton (West of Ashworth Ave and Meadow Pond neighborhoods) to join these dialogues (which could take place in a backyard barbecue setting) and share lessons they have learned since beginning their neighborhood organizing following the 2018 storms. These optional peer-to-peer learning opportunities will take place at least twice over the course of this Agreement, at a critical midway point after the neighborhood plans are developed but before they are delivered.

Outcome: Neighborhood Coordinators gain experience sharing the knowledge gained from their program to new audiences. Data are collected for program evaluation.

Deliverables: Two peer-to-peer learning events completed.

Estimated timeframe: First event at project midway point and second event toward end of project period.

Activity 3: N-TAP research and evaluation

Support development of a program evaluation plan

The Program Coordinator, with assistance from the Program Managers, will support and provide input to the Program Evaluator Dr. Lindsey Williams (RiverSea Advisors) development of a program evaluation plan. NHCP Program Manager will administer the subagreement with RiverSea Advisors. Evaluation data collection methods included in the plan may consist of interviews with program participants and key stakeholders and participant observation at community meetings, pre- and post-surveys and meeting evaluations.

Outcome: Project staff coordinate to ensure program evaluation of the efficacy of the N-TAP program.

Deliverable: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development)

Estimated timeframe: ~~month 6-12~~ December 2022-June 2023

Support implementation of the program evaluation plan

The Program Coordinator and Program Managers will support the Program Evaluator as they implement the evaluation plan developed to document program efficacy and inform development of a transferable peer-to-peer, neighborhood technical assistance framework for coastal community resilience building. The Program Coordinator and Program Managers will review and provide feedback on an interim program evaluation report provided by the Program Evaluator in months 11-12 that provides initial evaluation results and recommendations for project adjustments to meet outcomes and scientific objectives by the completion of the project. ~~Pending Year 2 SAC approval and Project Agreement amendment,~~ The Program Coordinator and Program Managers will review and provide feedback on a final evaluation report completed by the Program Evaluator that summarizes findings across the full period of performance.

Outcome: Data are analyzed and program efficacy evaluated.

Deliverables: Interim evaluation report and final evaluation report reviewed and feedback provided.

Estimated timeframe: ~~month 11-12 and again at the end of project period.~~ Mid-way through project period and again at the end of project period.

Activity 4: Neighborhood learning & sharing

Develop transferable framework for a neighborhood-scale, peer-to-peer technical assistance program for coastal resilience

N-TAP seeks to develop and test an equitable, empirically-based framework for neighborhood trust-building, learning, engagement, and empowerment that can be applied both locally and in other coastal states to address climate-influenced flood risks and support community resilience building. Based on lessons learned and program outcomes identified in the interim and final evaluation reports, the Project staff and interested Neighborhood Coordinators will collaboratively develop a transferable framework for neighborhood-scale coastal resilience engagement. The Program Coordinator will be responsible for coordinating development of the framework.

Outcome: Framework is developed to share with other coastal managers, community leaders, and organizations to facilitate their own programs and enhance the effectiveness and scale of coastal resilience technical assistance.

Deliverable: Transferable framework for technical assistance to advance neighborhood resilience

Estimated timeframe: by the end of the project period

Write and submit findings to peer reviewed journal

To share lessons learned with the larger adaptation community, Program Coordinator will coordinate the Program Managers and Program Evaluator, in partnership with other interested project staff and participants, to develop a manuscript in submission to a peer-reviewed journal, such as the Journal of Coastal Zone Management (Scientific Objective 8).

Outcome: Findings are shared with the scientific community.

Deliverable: Manuscript summarizing findings and a model for neighborhood technical assistance

Estimated timeframe: by the end of the project period

Share program outcomes and findings events and conferences

To share N-TAP findings, NHSGE and/or NH Coastal Program project staff will present at no fewer than three community, regional, and/or national scale events/conferences. Candidates include the National

Environmental Justice Conference and Training Program, the Coastal States Organization, New Hampshire-Maine Climate Adaptation Technical Assistance Providers annual exchange, New Hampshire Coastal Climate Summit, Northeast Regional Ocean Council, NH Coastal Adaptation Workgroup, NH Sea Grant, NH Department of Environmental Services, and the Climigration Network (Scientific Objective 8). NHSGE will leverage the Sea Grant National Network as a vehicle for transferring the N-TAP framework to technical assistance providers and coastal adaptation professionals in other regions.

Outcome: Findings of this program are shared with a variety of audiences across a broad geographic range, with the opportunity for clarifying questions and feedback for the program team.

Deliverable: Publicly available presentation materials and/or poster.

Estimated timeframe: end of project period

Deliverables for the Project Agreement:

- A1: Program Coordinator job description developed, hire made, and initial training completed.
- A1: Final N-TAP project work plan.
- A1: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods.
- A1: Interim financial and technical progress reports and final financial and performance progress report
- A2: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles.
- A2: Coastal Neighborhood Technical Assistance Plans (TAPs) for each neighborhood
- A2: At least ~~one~~ two peer-to-peer learning events completed.
- A2: Coastal Neighborhood resilience action plans completed for each neighborhood
- A3: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development).
- A3: Interim evaluation report reviewed and feedback provided.
- A3: Final evaluation report reviewed and feedback provided.
- A4: Transferable framework for technical assistance developed.
- A4: Manuscript summarizing findings drafted and submitted.

E. Deliverables Schedule: Campus will provide one Performance Progress Report and associated required financial reporting covering the Project Agreement start date through May 31, 2022, due no later than June 11, 2022. *Campus will provide one Performance Progress Report and associated required financial reporting covering the project period June 1, 2022 through May 31, 2023, due no later than June 11, 2023. Campus will provide one Performance Progress Report and associated required financial reporting covering the project period June 1, 2023 through May 31, 2024, due no later than June 11, 2024. Campus will provide one Performance Final Report and associated required financial reporting summarizing the overall project progress due no later than August 31, 2024.*

Campus will provide an additional final report due no later than June 30, 2023 detailing the progress associated with the \$22,829 provided in this amendment.

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice and final financial report not later than 60 days after the Project Period end date. *The \$22,829 added to the budget in Amendment 2 will be expended no later than June 30, 2023.*

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$145,124	-	\$145,124
2. Fringe Benefits	\$ 53,060	-	\$ 53,060
3. Travel	\$ 4,725	-	\$ 4,725
4. Supplies and Services	\$ 10,135	-	\$ 10,135
5. Other: Consultant	\$ 5,000	-	\$ 5,000
6. Facilities and Admin.	\$ 56,691	-	\$ 56,691
Subtotals:	\$274,735	\$ 0	\$274,735
Total Project Costs:	\$274,735		

- 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 National Oceanic and Atmospheric Administration 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 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, 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.

U. S. DEPARTMENT OF COMMERCE		Award Number	
Award Action Request		NA21OAR4310283	
Recipient Name ENVIRONMENTAL SERVICES, NEW HAMPSHIRE DEPARTMENT OF		Request Type No Cost Extension - Prior Approval Waived (Research Terms and Conditions) Document ID: 3134227	
Street Address 29 HAZEN DR		Award Period 09/01/2021 - 08/31/2024	
City, State, Zip Code CONCORD NH 03301-6510 USA		Total Award Funding Federal: \$299,990.00 Non-Federal: \$0.00	
Program Office OAR Climate Program Office (CPO)		Program Officer Bhaskaran Subramanian 443-523-7461 bhaskar.subramanian@noaa.gov	
CFDA Number and Project Title 11.431: Advancing scale-appropriate climate resilience: the New Hampshire Coastal Neighbors Technical Assistance Program (N-TAP)			
Requested Extension Date 08/31/2024			
Justification We are submitting an AAR for a 12-month no cost extension. Our justification for the extension is the following: 1) We experienced delays due to Covid-19 when first subcontracting funds to subawardees (UNH). The subaward to UNH from NHDES was approved in November 2021 (originally planned for September 2021). 2) We experienced delays in the initial hiring of the Program Coordinator (she started her position in February 2022, originally planned for October/November 2021) and 3) We experienced project delays related to the PI's 24 week extended leave of absence for the birth of a child (January 2022 through June 2022). During that time, new staff assigned to the project in the PI's absence left their position. The project is moving smoothly and with momentum now, and we anticipate completion of all deliverables within budget by August 31, 2024.			
Award Action Request Status Approved			
SUBMITTED BY Steven M Couturc		DATE 01/30/2023	
APPROVED BY Federal Approval Not Required		DATE	



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



September 1, 2022

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

APPROVED G & C

REQUESTED ACTION

DATE September 1, 2022
NO. 50

Authorize the New Hampshire Department of Environmental Services (NHDES) to **RETROACTIVELY** amend a **SOLE SOURCE** Cooperative Project Agreement (PO# 1083211) with the University of New Hampshire (UNH), Sponsored Programs Administration (VC #315187-8083), Durham, NH, for the *UNH Coastal Neighbors Technical Assistance Program (N-TAP)* project, by: (1) extending the project completion date to August 31, 2023, from August 31, 2022, (2) increasing the contract award amount by \$128,090 to \$251,906 from \$123,816 in order to complete the second year of work committed to in the National Oceanic and Atmospheric Administration (NOAA) federal grant award, and (3) revising the scope of work to include additional tasks and associated reporting deliverables, effective as of August 31, 2022 through August 31, 2023, upon Governor and Council approval. The original agreement was approved by Governor and Council on November 3, 2021, Item #87. 100% Federal Funds.

03-44-44-442010-3642-102-500731

FY 2023
\$128,090

Dept. of Environmental Services, Coastal Resilience, Contracts for Program Services

EXPLANATION

NHDES requests approval of an amendment to a **SOLE SOURCE** Cooperative Project Agreement (CPA) to provide the University of New Hampshire with additional funds to advance N-TAP. NHDES is also requesting **RETROACTIVE** approval to extend the CPA which expired on August 31, 2022. NHDES staff turnover and extended leave as well as UNH staff summer vacations prevented the extension request from being completed prior to the August 17, 2022 G&C meeting closing date, resulting in this request appearing before Governor and Council after the original CPA end date. The original agreement with UNH was **SOLE SOURCE** because UNH was part of the collaborative team that created and submitted the project proposal to NOAA, and NHDES is required to adhere to the proposed work and budget as part of the federal award. The original agreement provided a scope of work and funds to complete the first year of work with the stated expectation that NHDES would amend the agreement upon receipt of a second year of funding contingent upon NOAA approval of the Special Award Condition. In March 2022, NOAA approved the Special Award Condition to provide additional funds and extend the award period. Under this amended CPA, UNH will complete a second year of activities, including participating in additional project team meetings, completing additional grant reports, delivering the neighborhood scale technical assistance programs, planning and executing an additional peer-to-peer learning event, developing a

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • Fax: 271-2867 • TDD Access: Relay NH 1-800-735-2964

His Excellency, Governor Christopher T. Sununu
and The Honorable Council

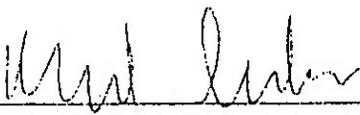
Page 2 of 2

framework for transferring the program to other places, coordinating development of a journal article, and sharing lessons learned at conferences. A copy of the original agreement is included as Attachment A.

To date, \$37,857.76 of the original agreement amount of \$123,816 has been spent. The amended agreement amount total is \$251,906. No match is associated with this agreement. NHDES will provide 100% of the project costs through the federal grant. A budget breakdown is included in the Cooperative Project Agreement Amendment 1.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this project. The amendment has been approved by the Office of the Attorney General as to form, execution, and content.

We respectfully request your approval of this item.


For Robert R. Scott, Commissioner

AMENDMENT #1 to
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

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on November 3, 2021, item # 87, for the Project titled "UNH Coastal Neighbors Technical Assistance Program (N-TAP)," Campus Project Director, Alyson Eberhardt, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other:

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of _____ with _____ and/or USNH campus from _____ to _____.
- Article B. is revised to replace the Project End Date of 8/31/2022 with the revised Project End Date of 8/31/2023, and Exhibit A, article B is revised to replace the Project Period of Upon Governor and Council approval – August 31, 2022 with November 3, 2021 – August 31, 2023.
- Article C. is amended to add Exhibit A by including the proposal titled, " _____," dated _____.
- Article D. is amended to change the State Project Administrator to _____ and/or the Campus Project Administrator to _____.
- Article E. is amended to change the State Project Director to _____ and/or the Campus Project Director to _____.
- Article F. is amended to increase funds in the amount of \$128,090 and will read: See amendments to Exhibit A below.
- Article F. is amended to change the cost share requirement and will read:
Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read: _____.
- Article G. is exercised to amend 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, as follows:

Article _____ is amended in its entirety to read as follows:

Article _____ is amended in its entirety to read as follows:

- Article H. is amended such that:
 - 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.
- Exhibit A is amended as attached and proofed with italics; not bold (addition) and strikethrough (deletion).
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

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

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this Amendment #1 to the Cooperative Project Agreement.

By An Authorized Official of:

University of New Hampshire

Name: Louise Griffin

Title: AVP & Chief Research Administration Officer

Signature and Date: Louise Griffin Digitally signed by Louise Griffin

Date: 2022.08.15 13:03:00 -0500

By An Authorized Official of: the New

Hampshire Office of the Attorney

General Name: Joshua Harrison

Title: Asst. Atty General

Signature and Date: *[Signature]* 8/15/2022

By An Authorized Official of:

Department of Environmental Services

Name: Robert R. Scott *For*

Title: Commissioner

Signature and Date: *[Signature]* 8/16/22

By An Authorized Official of: the New

Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: UNH Coastal Neighbors Technical Assistance Program (N-TAP)

B. Project Period: November 3, 2021 through August 31, 2023

C. Objectives:

Program Research Question: How does a neighborhood-scale, peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning influence knowledge, confidence, engagement, networks, and action among coastal New Hampshire residents at risk of sea-level rise and coastal flooding?

Overall Program Scientific Objectives to be achieved by the end of Year 2:

1. Empower and support between 4-7 Neighborhood Coordinators to coordinate a peer-to-peer learning and engagement approach with their neighbors.
For at least 10 local technical assistance providers, improve ability to deliver effective technical assistance to advance small coastal community resilience, including technical assistance providers in at least three NOAA asset organizations (NHDES Coastal Program, NH Sea Grant, Great Bay National Estuarine Research Reserve).
3. Develop Programmatic Principles to guide a collaborative and equitable process of developing and implementing N-TAP.
4. For at least 50 coastal neighborhood residents (residents), increase knowledge about climate-influenced CFRI, flood resilience options, and the programs and governmental systems that fund and regulate those options.
5. For at least 50 residents, increase confidence in their expertise and capacity to advocate for neighborhood and community action.
6. For at least 100 residents, increase engagement with neighbors and for at least 20 residents, increase engagement with their municipal and/or state government.
7. Increase social capital in 4-5 neighborhoods.
8. By the end of the grant period, empower at least one neighborhood to advance coastal resilience flood mitigation strategies identified through the program.
9. Share the peer-to-peer, neighborhood technical assistance framework for coastal community resilience building with at least four other coastal states.

A. Scope of Work: NH Sea Grant/UNH Extension (NHSGE) will refer to the original full proposal to NOAA Adaptation Sciences funding opportunity entitled "Advancing scale-appropriate climate resilience: the New Hampshire Coastal Neighbors Technical Assistance Program (N-TAP)" for original description of the project scope of work, including project timeline. This Project Agreement supports the completion of activities and deliverables for the project proposal. Some details may be adjusted by the project team as the project progresses, so long as deliverables and outcomes remain generally the same or equivalent. Significant changes must be approved by NHCP (and where necessary, NOAA) and in some cases (timeline extension, etc.) may require an amendment to this Cooperative Project Agreement. NHSGE will complete the following activities to satisfy the requirements of this Project Agreement:

Activity 1: Capacity building and planning

Hire Program Coordinator

NHSGE Program Manager Eberhardt will develop a job description, hire and on-board the N-TAP Coordinator, with assistance from the project staff. The Program Coordinator will be employed by NII Sea Grant Extension and supervised by Eberhardt; this new position aligns quite closely with the goals of the Sea Grant College Program to "provide reliable technical and science-based information to residents to address local needs." A prompt hiring will enable the Program Coordinator to be in a position to oversee the coordination of the N-TAP program from the start. Eberhardt, with assistance from NIICP Program Manager Howard, will provide the Program Coordinator with essential orientation, training, resources, and introductions to ensure they can efficiently and effectively coordinate N-TAP.

Outcome: Program Coordinator in place to launch N-TAP.

Deliverable: Program Coordinator job description developed, hire made, and training completed

Estimated timeframe: month 1-3

Coordinate Meetings with Project Advisory Experts and Finalize N-TAP Work Plan

The Program Coordinator, with guidance from Managers Eberhardt and Howard, will coordinate a team of Program Advisory Experts to refine and finalize the project work plan in both group and individual meetings. Program Advisory Experts consisting of key partners from community organizations, academia, and government agencies including NOAA assets, will provide knowledge that is critical to creating an impactful N-TAP program. Expertise represented will include ecosystem restoration and management (Dr. David Burdick, Dr. Gregg Moore), floodplain management and flood insurance (Samara Ebinger, Jennifer Gilbert), evaluation (Dr. Lindsey Williams), public health and housing (Seacoast Public Health Network and others), engagement (PREP, GBNER), facilitation (PREP, GBNER), and local neighborhood expertise (SHEA, LTAP participants).

Outcome: Project work plan is developed and all project staff understand their roles and responsibilities; as well as project goals.

Deliverable: Final N-TAP project work plan

Estimated timeframe: month 2-3

Identify high flood risk, low-income neighborhoods and develop a neighborhood engagement plan

Identify at least 10 priority neighborhoods. The Program Coordinator, with guidance from the Program Managers Eberhardt and Howard, will conduct a desktop analysis to identify neighborhoods of high flood and economic risk using publicly available datasets as well as local research products such as the NOAA-funded social vulnerability index created for the Hampton-Seabrook Estuary (Kirshen et al. 2018). The Program Coordinator will review findings with Program Advisory Experts and, with their expertise, identify neighborhoods on which to focus N-TAP efforts.

Develop a neighborhood engagement plan. The Program Coordinator will develop a neighborhood engagement plan with input from Program Managers and Program Advisory Experts and their larger networks experienced at working with historically underserved neighborhoods. The engagement plan will include provision of financial support and/or other barrier-reducing services and strategies to help reach new audiences on a foundation of trust, transparency, and accessibility.

Outcome: Project staff are familiar with the needs in the region and prepared to engage historically underserved neighborhoods.

Deliverable: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods

Estimated timeframe: month 3-5

Project team coordination and grant reporting

The Program Coordinator will be responsible for coordinating members of the project staff, with support from the Program Managers, throughout the grant period with regular project staff check ins. The Program Managers will be responsible for all financial and technical reporting requirements.

Outcome: All program participants are engaged, reporting requirements are achieved, and the Program Coordinator gains experience in program management.

Deliverable: Interim financial and technical progress report due at the end of month 9 (May 2022), after which interim financial and technical progress reports due annually (May 2023), and final financial performance progress report due within 60 days after the project end date.

Estimated timeframe: check ins approximately monthly

Activity 2: Neighbors Technical Assistance Program implementation

Recruit 4-7 Neighborhood Coordinators

The Program Coordinator, with guidance from the Program Managers, will build on relationships with previous L-TAP participants in the priority neighborhoods to recruit candidates to serve as Neighborhood Coordinators. In addition, guided by the engagement plan, the Program Coordinator will recruit new participants to serve as Neighborhood Coordinators from 2-4 low-income neighborhoods at risk of coastal flooding. Neighborhood Coordinators will be recruited from a total of 4-7 priority neighborhoods.

Neighborhood Coordinators are residents of high flood risk priority neighborhoods that will bring local knowledge of neighborhood culture, assets, and challenges to help develop a neighborhood-specific program, will participate in a peer-to-peer learning cohort, and will host conversations in their own neighborhoods. Neighborhood Coordinators will serve as the liaison between the project team and their neighbors.

Direct financial incentives will be available to Neighborhood Coordinators from historically underserved neighborhoods and will be administered by NHCIP Program Manager Howard under direction from the Program Advisory Experts with experience providing such support. The Project Coordinator will work with the Project Staff to outline Neighborhood Coordinator cohort program, staff support, responsibilities, time commitment, and expected benefits. The Program Coordinator will work with the interested Neighborhood Coordinators to further refine their roles and responsibilities based on their needs and constraints.

Outcome: Relationships with neighborhoods established and 4-7 Neighborhood Coordinators identified.

Estimated timeframe: month 3-6

Administer Phase I Program to new Neighborhood Coordinators

The trust-building process of the Phase I (formerly L-TAP) program will form the scaffold on which the Phase II neighborhood program is built. Neighborhood Coordinators who have not previously participated in the Phase I program will participate in Phase I in order to increase participant knowledge of current and future CFRI, familiarize themselves with the technical assistance approach, create opportunities for their feedback, and to build trust with the project team (Scientific Objective 1).

The Program Coordinator will coordinate Neighborhood Coordinator participation in the Phase I program. The Program Managers will assist with site visits and Phase I content development and delivery. Program Advisory Experts from the Seacoast Public Health Network will advise the process and join the site visits, where warranted, to provide expertise in public health matters.

Outcome: New Neighborhood Coordinators are familiar with the aims and process of the program and the project staff and learn about flood risks to their residences. Data collected for program evaluation.

Estimated timeframe: month 4-8

Confirm participation of Neighborhood Coordinators and assign Neighborhood Support teams

The Program Coordinator will coordinate assignment of a Neighborhood Support Person (including themselves) to each neighborhood. The Program Coordinator, Program Managers, and select Program Advisory Experts (i.e., the Coastal Training Program Coordinator from the Great Bay National Estuarine Research Reserve and the Technical Assistance Program Manager from the Piscataqua Region Estuaries Partnership) will each serve as a Neighborhood Support Person to support 1-2 neighborhoods. Each Neighborhood Support Person will work closely with the Neighborhood Coordinator to facilitate the N-TAP process. In addition, the Neighborhood Support Person will serve as the primary technical assistance provider in their designated neighborhood(s). The Program Coordinator will coordinate regularly scheduled check-ins among the N to seek feedback, share lessons learned, identify similarities and differences in process among neighborhoods, and participate in interviews with the Program Advisory Expert conducting the program evaluation (Scientific Objective 2).

The Program Coordinator, with guidance from the Program Managers, project staff, and Neighborhood Coordinators, will coordinate development of a set of programmatic principles as a fundamental part of the N-TAP program to further cultivate trust, collaboration, and equity. For instance, the program will be committed to clear and transparent communication, all participants will approach the collaboration from a place of humility, and all sources of knowledge will be valued including experiential, scientific, and cultural knowledge (Scientific Objective 3).

Outcome: Community and staff leaders for each neighborhood are identified and understand their roles. A culture of humility and respect is codified.

Deliverable: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles

Estimated timeframe: month 4-8

Develop neighborhood scale technical assistance plans

Collaboratively, the program team will develop neighborhood scale technical assistance plans that are specific to each neighborhood. The Program Coordinator will lead this task with support from the Program Managers, and the Neighborhood Support People. The Program Coordinator will ensure that the program evaluator helps the team incorporate and refine relevant and successful pieces from the Phase I program, including development of a survey for neighborhood participants to complete early in the program. The survey will identify individual and shared goals and barriers, and information from the survey will inform the program evaluation to assess impact and efficacy toward meeting scientific objectives. Each Neighborhood Support Person and Neighborhood Coordinator will work together to identify the needs and strengths of their neighborhood to inform the process. It is anticipated that while similarities will exist among the support needs for each neighborhood, needs will also vary requiring different engagement approaches. Program Advisory Experts with experience in facilitation, engagement, and working with historically underserved populations will help guide the development of neighborhood specific technical assistance approaches.

Outcome: Project staff and Neighborhood Coordinators gain an understanding of each neighborhood and its specific needs and collaboratively develop plans to address them.

Deliverables: Coastal Neighbors Technical Assistance Plans (NAPs) for each neighborhood

Estimated timeframe: month 6-12

Deliver neighborhood-scale technical assistance programs

Under coordination from the Program Coordinator, the Neighborhood Support Person and Neighborhood Coordinator will deliver equitable, relevant technical assistance to 4-7 neighborhoods. Coastal residents will be recruited using approaches developed. The program evaluator will administer the survey to

participants early in the program. It is anticipated that neighborhood-specific group discussions will be an important approach to foster trust, create safe spaces for discussing the complexities and uncertainties of current and future coastal flood risk and options, create abundant opportunities for participant input, and maximize the potential for learning (Gardner et al. 2009). The specifics of each facilitated conversation will be determined as part of the project; however, generally these conversations will identify goals and concerns across spatial (parcel, neighborhood, community, and region) and temporal (short, mid, or long term) scales and provide the best available climate-based coastal flood risk information, and information on governance structures and local resilience efforts. In addition, participants in neighborhood conversations will collaboratively work together to identify options and actions to develop a neighborhood resilience action plan. The activities completed will contribute to the achievement of Scientific Objectives 1 through 8.

Outcome: Coastal residents build social capital and create goals for their neighborhood resilience efforts. Data are collected for program evaluation.

Deliverables: Early program evaluation survey completed, Neighborhood resilience action plans

Estimated timeframe: month 12-22 end of project period

Plan and execute Neighborhood Coordinator peer-to-peer learning event(s)

We are evaluating the hypothesis that a peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning will improve confidence, engagement, and social capital, and ultimately coastal resilience in high flood risk neighborhoods. The Program Coordinator will work with the Neighborhood Support People to foster some peer-to-peer learning among Neighborhood Coordinators. As such, in addition to interactions in planning meetings, staff will structure at least ~~one~~ *two* opportunities for Neighborhood Coordinators to learn from one another about their respective approaches, experiences, challenges, successes, and options for mitigating coastal flood risk and increasing their neighborhood resilience. As an example, the Program Coordinator could invite established neighborhood leaders in the town of Hampton (West of Ashworth Ave and Meadow Pond neighborhoods) to join these dialogues (which could take place in a backyard barbecue setting) and share lessons they have learned since beginning their neighborhood organizing following the 2018 storms. These optional peer-to-peer learning opportunities will take place at least *twice* over the course of this Agreement, at a critical midway point after the neighborhood plans are developed but before they are delivered.

Outcome: Neighborhood Coordinators gain experience sharing the knowledge gained from their program to new audiences. Data are collected for program evaluation.

Deliverables: Two peer-to-peer learning events completed.

Estimated timeframe: First event at project midway point and second event toward end of project period.

Activity 3: N-TAP research and evaluation

Support development of a program evaluation plan

The Program Coordinator, with assistance from the Program Managers, will support and provide input to the Program Evaluator Dr. Lindsey Williams (RiverSea Advisors) development of a program evaluation plan. NHCP Program Manager will administer the subagreement with RiverSea Advisors. Evaluation data collection methods included in the plan may consist of interviews with program participants and key stakeholders and participant observation at community meetings, pre- and post-surveys and meeting evaluations.

Outcome: Project staff coordinate to ensure program evaluation of the efficacy of the N-TAP program.

Deliverable: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development)

Estimated timeframe: month 6-12

Support implementation of the program evaluation plan

The Program Coordinator and Program Managers will support the Program Evaluator as they implement the evaluation plan developed to document program efficacy and inform development of a transferable peer-to-peer, neighborhood technical assistance framework for coastal community resilience building. The Program Coordinator and Program Managers will review and provide feedback on an interim program evaluation report provided by the Program Evaluator in months 11-12 that provides initial evaluation results and recommendations for project adjustments to meet outcomes and scientific objectives by the completion of the project. The Program Coordinator and Program Managers will review and provide feedback on a final evaluation report completed by the Program Evaluator that summarizes findings across the full period of performance.

Outcome: Data are analyzed and program efficacy evaluated.

Deliverables: Interim evaluation report and final evaluation report reviewed and feedback provided.

Estimated timeframe: month 11-12 and again at the end of project period.

Activity 4: Neighborhood learning & sharing

Develop transferable framework for a neighborhood-scale, peer-to-peer technical assistance program for coastal resilience

N-TAP seeks to develop and test an equitable, empirically-based framework for neighborhood trust-building, learning, engagement, and empowerment that can be applied both locally and in other coastal states to address climate-influenced flood risks and support community resilience building. Based on lessons learned and program outcomes identified in the interim and final evaluation reports, the Project staff and interested Neighborhood Coordinators will collaboratively develop a transferable framework for neighborhood-scale coastal resilience engagement. The Program Coordinator will be responsible for coordinating development of the framework.

Outcome: Framework is developed to share with other coastal managers, community leaders, and organizations to facilitate their own programs and enhance the effectiveness and scale of coastal resilience technical assistance.

Deliverable: Transferable framework for technical assistance to advance neighborhood resilience

Estimated timeframe: ~~month 18-24~~ by the end of the project period

Write and submit findings to peer reviewed journal

To share lessons learned with the larger adaptation community, Program Coordinator will coordinate the Program Managers and Program Evaluator, in partnership with other interested project staff and participants; to develop a manuscript in submission to a peer-reviewed journal, such as the Journal of Coastal Zone Management (Scientific Objective 8).

Outcome: Findings are shared with the scientific community.

Deliverable: Manuscript summarizing findings and a model for neighborhood technical assistance

Estimated timeframe: ~~month 18-24~~ by the end of the project period

Share program outcomes and findings events and conferences

To share N-TAP findings, N-HSGE and/or NH Coastal Program project staff will present at no fewer than three community, regional, and/or national scale events/conferences. Candidates include the National Environmental Justice Conference and Training Program, the Coastal States Organization, New

Hampshire-Maine Climate Adaptation Technical Assistance Providers annual exchange, New Hampshire Coastal Climate Summit, Northeast Regional Ocean Council, NH Coastal Adaptation Workgroup, NH Sea Grant, NH Department of Environmental Services, and the Climigration Network (Scientific Objective 8). NHSCGE will leverage the Sea Grant National Network as a vehicle for transferring the N-TAP framework to technical assistance providers and coastal adaptation professionals in other regions.

Outcome: Findings of this program are shared with a variety of audiences across a broad geographic range, with the opportunity for clarifying questions and feedback for the program team.

Deliverable: Publicly available presentation materials and/or poster.

Estimated timeframe: end of project period

Deliverables for the Project Agreement:

- A1: Program Coordinator job description developed, hire made, and initial training completed.
- A1: Final N-TAP project work plan.
- A1: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods.
- A1: Interim financial and technical progress reports *and final financial and performance progress report*
- A2: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles.
- A2: Coastal Neighborhood Technical Assistance Plans (TAPs) for each neighborhood
- A2: At least ~~one~~ two peer-to-peer learning events completed.
- A2: *Coastal Neighborhood resilience action plans completed for each neighborhood*
- A3: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development).
- A3: Interim evaluation report reviewed and feedback provided.
- A3: *Final evaluation report reviewed and feedback provided.*
- A4: *Transferable framework for technical assistance developed.*
- A4: *Manuscript summarizing findings drafted and submitted.*

E. Deliverables Schedule: Campus will provide one Performance Progress Report and associated required financial reporting covering the Project Agreement start date through May 31, 2022, due no later than June 11, 2022.

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice and final financial report not later than 60 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$133,675	-	\$133,675
2. Fringe Benefits	\$58,550	-	\$58,550
3. Travel	\$2,650	-	\$2,650
4. Supplies and Services	\$5,050	-	\$5,050
5. Other (IT support)	-	-	-
6. Facilities and Admin.	\$51,981	-	\$51,981
Subtotals:	\$251,906	\$ 0	\$251,906

Total Project Costs: \$251,906

- 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 National Oceanic and Atmospheric Administration 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 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, 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.



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

NOV03'21 PM 1:22 RCVD



87

October 15, 2021

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

REQUESTED ACTION

Authorize the Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** Cooperative Project Agreement with the University of New Hampshire, Sponsored Programs Administration (VC #315187-B083), Durham, NH, in the amount of \$123,816 for the *UNH Coastal Neighbors Technical Assistance Program (N-TAP)* project, effective upon Governor and Council approval through August 31, 2022. 100% Federal funds.

Funding is available in the following account:

	<u>FY 2022</u>
03-44-44-442010-3642-102-500731	\$123,816
Dept. of Environmental Services, Coastal Resilience, Contracts for Program Services	

EXPLANATION

This agreement is **SOLE SOURCE** because the University of New Hampshire (UNH) Extension and New Hampshire Sea Grant (NHSG) are the key named partner entity on the National Oceanic and Atmospheric Administration (NOAA) Adaptation Sciences project proposal selected by this nationally competitive Federal Funding Opportunity. UNH Extension and NHSG collaborated directly with NHDES to develop the N-TAP grant proposal that was selected for funding by NOAA. In order to meet the requirements of the Federal Award, NHDES is required to adhere to the scope of work and budget proposed and selected for funding, including subcontracting to the entities named in the proposal. In FY 2019, UNH Extension and NHSG were selected in a competitive Request for Proposal process by NHDES and approved by Governor and Council (approved 2/20/19, Item #83) to receive a Coastal Resilience Grant that supported the Coastal Landowner Technical Assistance Program (L-TAP). N-TAP continues the next phase of work based on practices, lessons, and needs identified in the L-TAP project, and therefore, UNH Extension and NH Sea Grant possess the unique programmatic knowledge and experience to carry out the N-TAP project.

The purpose of this agreement is to enable UNH Extension and NHSG to establish a neighborhood-scale, peer-to-peer technical assistance program to assist coastal New Hampshire residents at risk of sea-level rise and coastal flooding. UNH Extension and NH Sea Grant will hire a program coordinator, coordinate a multi-partner project team, and develop and implement neighborhood engagement plans, and execute neighborhood peer-to-peer learning events.

His Excellency, Governor Christopher T. Sununu
and The Honorable Council
Page 2

Total project costs for this agreement are \$123,816 for the first year of work, with intention to enter into agreement for a second year of work upon NOAA approval of the multi-year Special Award Condition which provides a second year of funding. A budget breakdown is provided in the Cooperative Project Agreement:

In the event that Federal funds become no longer available, general funds will not be requested to support this project. This agreement has been approved by the Office of 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 when the Governor and Executive Council of the State of New Hampshire has approved this Project Agreement ("Effective date") and shall end on 8/31/22 with the intention to amend the Project Agreement based on the Special Award Condition (SAC) associated with the NOAA award NA21OAR4310283 which sets forth the conditions for a project extension to 8/31/2023 and Year 2 funding. 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: UNH Coastal Neighbors Technical Assistance Program (N-TAP)

- 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: Steven Couture
Address: NH Coastal Program
Dept. of Environmental Services
222 International Drive, Suite 175
Portsmouth, NH 03801
Phone: 603-559-0027

Campus Project Administrator

Name: Kimberly Becker
Address: University of New Hampshire
Sponsored Programs Administration
Service Building/51 College Road
Durham, NH 03824-2620
Phone: 603-358-2443

- 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: 603-559-0020

Campus Project Director

Name: Alyson Eberhardt
Address: University of New Hampshire
NH Sea Grant Extension
122 Mast Rd.
Lee, NH 03824
Phone: (603) 862-6709

F. Total State funds in the amount of \$123,816 have been allotted for Year 1 of this project and are available for payment of allowable costs incurred under this Project Agreement. If conditions set forth in the Special Award Condition associated with the NOAA award NA21OAR4310283 are met, the State will seek a Project Agreement amendment to provide Year 2 funds in the amount of \$128,090 and extend the project end date to August 31, 2023. 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. NA21OAR4310283 from National Oceanic and Atmospheric Administration (NOAA) under CFDA# 11.431. 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 Sponsored Programs Administration
 Signature and Date:
Karen Jensen 9/22/21

By An Authorized Official of:
 Department of Environmental Services
 Name: Robert R. Scott
 Title: Commissioner
 Signature and Date:
Robert R. Scott 10-15-21

By An Authorized Official of: the New Hampshire
 Office of the Attorney General
 Name: Joshua Harrison
 Title: Assistant Attorney General
 Signature and Date:
Joshua Harrison 11/1/2021

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

EXHIBIT A

A. **Project Title:** UNH Coastal Neighbors Technical Assistance Program (N-TAP)

B. **Project Period:** Upon Governor and Council approval, through August 31, 2022

C. **Objectives:**

Program Research Question: How does a neighborhood-scale, peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning influence knowledge, confidence, engagement, networks, and action among coastal New Hampshire residents at risk of sea-level rise and coastal flooding?

Overall Program Scientific Objectives to be achieved by the end of Year 2:

1. Empower and support between 4-7 Neighborhood Coordinators to coordinate a peer-to-peer learning and engagement approach with their neighbors.
2. For at least 10 local technical assistance providers, improve ability to deliver effective technical assistance to advance small coastal community resilience, including technical assistance providers in at least three NOAA asset organizations (NHDES Coastal Program, NH Sea Grant, Great Bay National Estuarine Research Reserve).
3. Develop Programmatic Principles to guide a collaborative and equitable process of developing and implementing N-TAP.
4. For at least 50 coastal neighborhood residents (residents), increase knowledge about climate-influenced CFRI, flood resilience options, and the programs and governmental systems that fund and regulate those options.
5. For at least 50 residents, increase confidence in their expertise and capacity to advocate for neighborhood and community action.
6. For at least 100 residents, increase engagement with neighbors and for at least 20 residents, increase engagement with their municipal and/or state government.
7. Increase social capital in 4-5 neighborhoods.
8. By the end of the grant period, empower at least one neighborhood to advance coastal resilience flood mitigation strategies identified through the program.
9. Share the peer-to-peer, neighborhood technical assistance framework for coastal community resilience building with at least four other coastal states.

D. **Scope of Work:** NH Sea Grant/UNH Extension (NHSGE) will refer to the original full proposal to NOAA Adaptation Sciences funding opportunity entitled "Advancing scale-appropriate climate resilience: the New Hampshire Coastal Neighbors Technical Assistance Program (N-TAP)" for original description of the project scope of work, including project timeline. This Project Agreement supports the completion of activities and deliverables for Year 1 of the 2-year project proposal, and will be amended and extended to provide funding to complete Year 2 activities and deliverables, if the NOAA Special Award Conditions are met. Some details may be adjusted by the project team as the project progresses, so long as deliverables and outcomes remain generally the same or equivalent. Significant changes must be approved by NHCP (and where necessary, NOAA) and in some cases (timeline extension, etc.) may require an amendment to this Cooperative Project Agreement. NHSGE will complete the following activities to satisfy the requirements of this Project Agreement:

Activity 1: Capacity building and planning

Hire Program Coordinator

NHSGE Program Manager Eberhardt will develop a job description, hire and on-board the N-TAP Coordinator, with assistance from the project staff. The Program Coordinator will be employed by NH Sea Grant Extension and supervised by Eberhardt; this new position aligns quite closely with the goals of the Sea Grant College Program to "provide reliable technical and science-based information to residents to address local needs." A prompt hiring will enable the Program Coordinator to be in a position to oversee the coordination of the N-TAP program from the start. Eberhardt, with assistance from NHCP Program Manager Howard, will provide the Program Coordinator with essential orientation, training, resources, and introductions to ensure they can efficiently and effectively coordinate N-TAP.

Outcome: Program Coordinator in place to launch N-TAP.

Deliverable: Program Coordinator job description developed, hire made, and training completed

Estimated timeframe: month 1-3

Coordinate Meetings with Project Advisory Experts and Finalize N-TAP Work Plan

The Program Coordinator, with guidance from Managers Eberhardt and Howard, will coordinate a team of Program Advisory Experts to refine and finalize the project work plan in both group and individual meetings. Program Advisory Experts consisting of key partners from community organizations, academia, and government agencies including NOAA assets, will provide knowledge that is critical to creating an impactful N-TAP program. Expertise represented will include ecosystem restoration and management (Dr. David Burdick, Dr. Gregg Moore), floodplain management and flood insurance (Samara Ebinger, Jennifer Gilbert), evaluation (Dr. Lindsey Williams), public health and housing (Seacoast Public Health Network and others), engagement (PREP, GBNERR), facilitation (PREP, GBNERR), and local neighborhood expertise (SHEA, LTAP participants).

Outcome: Project work plan is developed and all project staff understand their roles and responsibilities, as well as project goals.

Deliverable: Final N-TAP project work plan

Estimated timeframe: month 2-3

Identify high flood risk, low-income neighborhoods and develop a neighborhood engagement plan

Identify at least 10 priority neighborhoods. The Program Coordinator, with guidance from the Program Managers Eberhardt and Howard, will conduct a desktop analysis to identify neighborhoods of high flood and economic risk using publicly available datasets as well as local research products such as the NOAA-funded social vulnerability index created for the Hampton-Seabrook Estuary (Kirshen et al. 2018). The Program Coordinator will review findings with Program Advisory Experts and, with their expertise, identify neighborhoods on which to focus N-TAP efforts.

Develop a neighborhood engagement plan. The Program Coordinator will develop a neighborhood engagement plan with input from Program Managers and Program Advisory Experts and their larger networks experienced at working with historically underserved neighborhoods. The engagement plan will include provision of financial support and/or other barrier-reducing services and strategies to help reach new audiences on a foundation of trust, transparency, and accessibility.

Outcome: Project staff are familiar with the needs in the region and prepared to engage historically underserved neighborhoods.

Deliverable: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods

Estimated timeframe: month 3-5

Project team coordination and grant reporting

The Program Coordinator will be responsible for coordinating members of the project staff, with support from the Program Managers, throughout the grant period with regular project staff check ins. The Program Managers will be responsible for all financial and technical reporting requirements.

Outcome: All program participants are engaged, reporting requirements are achieved, and the Program Coordinator gains experience in program management.

Deliverable: Interim financial and technical progress report due at the end of month 9

Estimated timeframe: month 1-12 (check ins approximately monthly). Year 2 monthly check ins will continue pending SAC approval and Project Agreement amendment.

Activity 2: Neighbors Technical Assistance Program implementation

Recruit 4-7 Neighborhood Coordinators

The Program Coordinator, with guidance from the Program Managers, will build on relationships with previous L-TAP participants in the priority neighborhoods to recruit candidates to serve as Neighborhood Coordinators. In addition, guided by the engagement plan, the Program Coordinator will recruit new participants to serve as Neighborhood Coordinators from 2-4 low-income neighborhoods at risk of coastal flooding. Neighborhood Coordinators will be recruited from a total of 4-7 priority neighborhoods.

Neighborhood Coordinators are residents of high flood risk priority neighborhoods that will bring local knowledge of neighborhood culture, assets, and challenges to help develop a neighborhood-specific program, will participate in a peer-to-peer learning cohort, and will host conversations in their own neighborhoods. Neighborhood Coordinators will serve as the liaison between the project team and their neighbors.

Direct financial incentives will be available to Neighborhood Coordinators from historically underserved neighborhoods and will be administered by NHCP Program Manager Howard under direction from the Program Advisory Experts with experience providing such support. The Project Coordinator will work with the Project Staff to outline Neighborhood Coordinator cohort program, staff support, responsibilities, time commitment, and expected benefits. The Program Coordinator will work with the interested Neighborhood Coordinators to further refine their roles and responsibilities based on their needs and constraints.

Outcome: Relationships with neighborhoods established and 4-7 Neighborhood Coordinators identified.

Estimated timeframe: month 3-6

Administer Phase I Program to new Neighborhood Coordinators

The trust-building process of the Phase I (formerly L-TAP) program will form the scaffold on which the Phase II neighborhood program is built. Neighborhood Coordinators who have not previously participated in the Phase I program will participate in Phase I in order to increase participant knowledge of current and future CFRI, familiarize themselves with the technical assistance approach, create opportunities for their feedback, and to build trust with the project team (Scientific Objective 1).

The Program Coordinator will coordinate Neighborhood Coordinator participation in the Phase I program. The Program Managers will assist with site visits and Phase I content development and delivery. Program Advisory Experts from the Seacoast Public Health Network will advise the process and join the site visits, where warranted, to provide expertise in public health matters.

Outcome: New Neighborhood Coordinators are familiar with the aims and process of the program and the project staff and learn about flood risks to their residences. Data collected for program evaluation.

Estimated timeframe: month 4-8

Confirm participation of Neighborhood Coordinators and assign Neighborhood Support teams

The Program Coordinator will coordinate assignment of a Neighborhood Support Person (including themselves) to each neighborhood. The Program Coordinator, Program Managers, and select Program Advisory Experts (i.e., the Coastal Training Program Coordinator from the Great Bay National Estuarine Research Reserve and the Technical Assistance Program Manager from the Piscataqua Region Estuaries Partnership) will each serve as a Neighborhood Support Person to support 1-2 neighborhoods. Each Neighborhood Support Person will work closely with the Neighborhood Coordinator to facilitate the N-TAP process. In addition, the Neighborhood Support Person will serve as the primary technical assistance provider in their designated neighborhood(s). The Program Coordinator will coordinate regularly scheduled check-ins among the N to seek feedback, share lessons learned, identify similarities and differences in process among neighborhoods, and participate in interviews with the Program Advisory Expert conducting the program evaluation (Scientific Objective 2).

The Program Coordinator, with guidance from the Program Managers, project staff, and Neighborhood Coordinators, will coordinate development of a set of programmatic principles as a fundamental part of the N-TAP program to further cultivate trust, collaboration, and equity. For instance, the program will be committed to clear and transparent communication, all participants will approach the collaboration from a place of humility, and all sources of knowledge will be valued including experiential, scientific, and cultural knowledge (Scientific Objective 3).

Outcome: Community and staff leaders for each neighborhood are identified and understand their roles. A culture of humility and respect is codified.

Deliverable: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles

Estimated timeframe: month 4-8

Develop neighborhood scale technical assistance plans

Collaboratively, the program team will develop neighborhood scale technical assistance plans that are specific to each neighborhood. The Program Coordinator will lead this task with support from the Program Managers, and the Neighborhood Support People. The Program Coordinator will ensure that the program evaluator helps the team incorporate and refine relevant and successful pieces from the Phase I program, including development of a survey for neighborhood participants to complete early in the program. The survey will identify individual and shared goals and barriers, and information from the survey will inform the program evaluation to assess impact and efficacy toward meeting scientific objectives. Each Neighborhood Support Person and Neighborhood Coordinator will work together to identify the needs and strengths of their neighborhood to inform the process. It is anticipated that while similarities will exist among the support needs for each neighborhood, needs will also vary requiring different engagement approaches. Program Advisory Experts with experience in facilitation, engagement, and working with historically underserved populations will help guide the development of neighborhood specific technical assistance approaches.

Outcome: Project staff and Neighborhood Coordinators gain an understanding of each neighborhood and its specific needs and collaboratively develop plans to address them.

Deliverables: Coastal Neighbors Technical Assistance Plans (NAPs) for each neighborhood

Estimated timeframe: month 6-12

Deliver neighborhood-scale technical assistance programs

Note: This portion of Activity 2 is not funded under this Cooperative Project Agreement and will only be completed if SAC are met and a Year 2 amendment is executed.

Under coordination from the Program Coordinator, the Neighborhood Support Person and Neighborhood Coordinator will deliver equitable, relevant technical assistance to 4-7 neighborhoods. Coastal residents will be recruited using approaches developed. The program evaluator will administer the survey to participants early in the program. It is anticipated that neighborhood-specific group discussions will be an important approach to foster trust, create safe spaces for discussing the complexities and uncertainties of current and future coastal flood risk and options, create abundant opportunities for participant input, and maximize the potential for learning (Gardner et al. 2009). The specifics of each facilitated conversation will be determined as part of the project; however, generally these conversations will identify goals and concerns across spatial (parcel, neighborhood, community, and region) and temporal (short, mid, or long term) scales and provide the best available climate-based coastal flood risk information, and information on governance structures and local resilience efforts. In addition, participants in neighborhood conversations will collaboratively work together to identify options and actions to develop a neighborhood resilience action plan. The activities completed will contribute to the achievement of Scientific Objectives 1 through 8.

Outcome: Coastal residents build social capital and create goals for their neighborhood resilience efforts. Data are collected for program evaluation.

Deliverables: Early program evaluation survey completed, Neighborhood resilience action plans

Estimated timeframe: month 12-22

Plan and execute Neighborhood Coordinator peer-to-peer learning event(s)

We are evaluating the hypothesis that a peer-to-peer technical assistance approach to future coastal flood risk assessment and resilience planning will improve confidence, engagement, and social capital, and ultimately coastal resilience in high flood risk neighborhoods. The Program Coordinator will work with the Neighborhood Support People to foster some peer-to-peer learning among Neighborhood Coordinators. As such, in addition to interactions in planning meetings, staff will structure at least one opportunities for Neighborhood Coordinators to learn from one another about their respective approaches, experiences, challenges, successes, and options for mitigating coastal flood risk and increasing their neighborhood resilience. As an example, the Program Coordinator could invite established neighborhood leaders in the town of Hampton (West of Ashworth Ave and Meadow Pond neighborhoods) to join these dialogues (which could take place in a backyard barbecue setting) and share lessons they have learned since beginning their neighborhood organizing following the 2018 storms. These optional peer-to-peer learning opportunities will take place at least once over the course of this Agreement, at a critical midway point after the neighborhood plans are developed but before they are delivered. At least one additional event will take place in Year 2 around month 22, pending SAC approval and Project Agreement amendment.

Outcome: Neighborhood Coordinators gain experience sharing the knowledge gained from their program to new audiences. Data are collected for program evaluation.

Deliverables: At least one peer-to-peer learning event completed

Estimated timeframe: around month 12. Additional event around month 22, pending SAC approval and Project Agreement amendment.

Activity 3: N-TAP research and evaluation

Support development of a program evaluation plan

The Program Coordinator, with assistance from the Program Managers, will support and provide input to the Program Evaluator Dr. Lindsey Williams (RiverSea Advisors) development of a program evaluation plan. NHCP Program Manager will administer the subagreement with RiverSea Advisors. Evaluation data collection methods included in the plan may consist of interviews with program participants and key stakeholders and participant observation at community meetings, pre- and post-surveys and meeting evaluations.

Outcome: Project staff coordinate to ensure program evaluation of the efficacy of the N-TAP program.

Deliverable: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development)

Estimated timeframe: month 6-12

Support implementation of the program evaluation plan

The Program Coordinator and Program Managers will support the Program Evaluator as they implement the evaluation plan developed to document program efficacy and inform development of a transferable peer-to-peer, neighborhood technical assistance framework for coastal community resilience building. The Program Coordinator and Program Managers will review and provide feedback on an interim program evaluation report provided by the Program Evaluator in months 11-12 that provides initial evaluation results and recommendations for project adjustments to meet outcomes and scientific objectives by the completion of the project. Pending Year 2 SAC approval and Project Agreement amendment, the Program Coordinator and Program Managers will review and provide feedback on a final evaluation report completed by the Program Evaluator that summarizes findings across the full period of performance.

Outcome: Data are analyzed and program efficacy evaluated.

Deliverables: Interim reviewed and feedback provided.

Estimated timeframe: month 11-12. Pending SAC approval and amendment, also months 18-22.

Activity 4: Neighborhood learning & sharing

Note: Activity 4 is not funded under this Cooperative Project Agreement and will only be completed if SAC are met and a Year 2 amendment is executed.

Develop transferable framework for a neighborhood-scale, peer-to-peer technical assistance program for coastal resilience

N-TAP seeks to develop and test an equitable, empirically-based framework for neighborhood trust-building, learning, engagement, and empowerment that can be applied both locally and in other coastal states to address climate-influenced flood risks and support community resilience building. Based on lessons learned and program outcomes identified in the interim and final evaluation reports, the Project staff and interested Neighborhood Coordinators will collaboratively develop a transferable framework for neighborhood-scale coastal resilience engagement. The Program Coordinator will be responsible for coordinating development of the framework.

Outcome: Framework is developed to share with other coastal managers, community leaders, and organizations to facilitate their own programs and enhance the effectiveness and scale of coastal resilience technical assistance.

Deliverable: Transferable framework for technical assistance to advance neighborhood resilience

Estimated timeframe: month 18-24

Write and submit findings to peer reviewed journal

To share lessons learned with the larger adaptation community, Program Coordinator will coordinate the Program Managers and Program Evaluator, in partnership with other interested project staff and participants, to develop a manuscript in submission to a peer-reviewed journal, such as the Journal of Coastal Zone Management (Scientific Objective 8).

Outcome: Findings are shared with the scientific community.

Deliverable: Manuscript summarizing findings and a model for neighborhood technical assistance

Estimated timeframe: month 18-24

Share program outcomes and findings events and conferences

To share N-TAP findings, NHSGE and/or NH Coastal Program project staff will present at no fewer than three community, regional, and/or national scale events/conferences. Candidates include the National Environmental Justice Conference and Training Program, the Coastal States Organization, New Hampshire-Maine Climate Adaptation Technical Assistance Providers annual exchange, New Hampshire Coastal Climate Summit, Northeast Regional Ocean Council, NH Coastal Adaptation Workgroup, NH Sea Grant, NH Department of Environmental Services, and the Climigration Network (Scientific Objective 8). NHSGE will leverage the Sea Grant National Network as a vehicle for transferring the N-TAP framework to technical assistance providers and coastal adaptation professionals in other regions.

Outcome: Findings of this program are shared with a variety of audiences across a broad geographic range, with the opportunity for clarifying questions and feedback for the program team.

Deliverable: Publicly available presentation materials and/or poster.

Estimated timeframe: month 13-24

Deliverables for this Year 1 Project Agreement:

- A1: Program Coordinator job description developed, hire made, and initial training completed.
- A1: Final N-TAP project work plan.
- A1: List of at least 10 priority neighborhoods and a neighborhood engagement plan for historically underserved, low-income neighborhoods.
- A1: Interim financial and technical progress reports
- A2: Neighborhood Coordinator and Neighborhood Support Person role descriptions, N-TAP Programmatic Principles.
- A2: Coastal Neighborhood Technical Assistance Plans (TAPs) for each neighborhood
- A2: At least one peer-to-peer learning event completed.
- A3: Program evaluation plan integrated into N-TAP (RiverSea Advisors is responsible for the plan development).
- A3: Interim evaluation report reviewed and feedback provided.

E. Deliverables Schedule: Campus will provide one Performance Progress Report and associated required financial reporting covering the Project Agreement start date through May 31, 2022, due no later than June 11, 2022. If the Special Award Conditions of the NOAA Award are met subsequent reporting deadlines will be included in the Project Agreement amendment. If the Special Award Conditions of the NOAA Award are not met, Campus will submit a final Performance Progress Report due no later than that Project Agreement end date of August 31, 2022.

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. State will pay Campus within 30 days of

receipt of each invoice. Campus will submit its final invoice and final financial report not later than 60 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$ 65,850	-	\$ 65,850
2. Fringe Benefits	\$ 28,842	-	\$ 28,842
3. Travel	\$ 575	-	\$ 575
4. Supplies and Services	\$ 3,000	-	\$ 3,000
5. Other (IT support)	-	-	-
6. Facilities and Admin.	\$ 25,549	-	\$ 25,549
Subtotals:	\$ 123,816	\$ 0	\$ 123,816
Total Project Costs: \$123,816			

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 National Oceanic and Atmospheric Administration 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 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, 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 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).

U. S. DEPARTMENT OF COMMERCE		Award Number	
Award Action Request		NA21OAR4310283	
Recipient Name ENVIRONMENTAL SERVICES, NEW HAMPSHIRE DEPARTMENT OF		Request Type No Cost Extension - Prior Approval Waived (Research Terms and Conditions) Document ID: 3134227	
Street Address 29 HAZEN DR		Award Period 09/01/2021 - 08/31/2024	
City, State, Zip Code CONCORD NH 03301-6510 USA		Total Award Funding Federal: \$299,990.00 Non-Federal: \$0.00	
Program Office OAR Climate Program Office (CPO)		Program Officer Bhaskaran Subramanian 443-523-7461 bhaskar.subramanian@noaa.gov	
CFDA Number and Project Title 11.431: Advancing scale-appropriate climate resilience: the New Hampshire Coastal Neighbors Technical Assistance Program (N-TAP)			
Requested Extension Date 08/31/2024			
Justification We are submitting an AAR for a 12-month no cost extension. Our justification for the extension is the following: 1) We experienced delays due to Covid-19 when first subcontracting funds to subawardees (UNH). The subaward to UNH from NHDES was approved in November 2021 (originally planned for September 2021). 2) We experienced delays in the initial hiring of the Program Coordinator (she started her position in February 2022, originally planned for October/November 2021) and 3) We experienced project delays related to the PI's 24 week extended leave of absence for the birth of a child (January 2022 through June 2022). During that time, new staff assigned to the project in the PI's absence left their position. The project is moving smoothly and with momentum now, and we anticipate completion of all deliverables within budget by August 31, 2024.			
Award Action Request Status Approved			
SUBMITTED BY Steven M Couture		DATE 01/30/2023	
APPROVED BY Federal Approval Not Required		DATE	