



# New Hampshire Fish and Game Department

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Scott R. Mason  
Executive Director

July 29, 2024

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

## REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department to enter into a **sole source** Cooperative Project Agreement with the University of New Hampshire (vendor code 315187), 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, for NH Wildlife Action Plan revision stakeholder engagement for a total of \$29,856 from date of Governor and Council approval through June 30, 2025. 75% Federal, 25% Other (Nongame Funds).

Funds are available in the following account for Fiscal Year 2025 as follows:

### **03-75-75-751520-2125 WILDLIFE PROGRAM -- NONGAME MANAGEMENT**

	<u>FY2025</u>
20-07500-21250000-304-500841 Research & Management	\$29,856

## EXPLANATION

NHFG requests a **sole source** Cooperative Project Agreement with the University of New Hampshire (UNH) to assist with stakeholder engagement for a necessary revision to the NH Wildlife Action Plan as detailed in Exhibit A.

Since 2000, New Hampshire Fish and Game has received federal State Wildlife Grants for research and conservation of species and habitats in need of conservation. Congress required that all states receiving these funds complete a Wildlife Action Plan by October of 2005 and submit it for review and approval by a national team of scientists and conservation experts. Revisions to the plan are required every 10 years as required by the US Fish and Wildlife Service, which is the federal agency responsible for administering the State Wildlife Grants program. New Hampshire's revision to the Wildlife Action Plan is due October 2025. Revisions to the plan requires engagement from the public, other state agencies, and other stakeholders.

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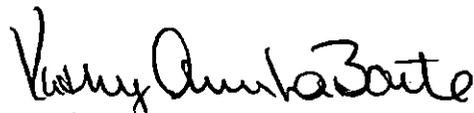
This project is a collaboration among New Hampshire Fish and Game and UNH through the Cooperative Extension: Community and Economic Development, Cooperative Extension Natural Resources & Conservation, NH Listens, and the UNH Survey Center. The project will engage stakeholders through a web-based survey and a series of stakeholder meetings as described in Exhibit A.

The UNH Cooperative Extension has been a long-standing partner of the NH Fish and Game having intimate knowledge of the Wildlife Action Plan through having participated in the development of previous and current versions of the Plan, assisting with implementation of the Plan, participation in regular Wildlife Action Plan Implementation team meetings, and leading stakeholder engagement for the 2015 revision. The UNH Survey Center developed the web-based survey for the 2015 revision making an update to the survey design and survey results more efficient. UNH New Hampshire Listens is uniquely qualified in engaging stakeholders, as they are also working on behalf of the NH Department of Environmental Services to design and facilitate community engagement—an essential component of NH's Climate Action Plan. The collaboration of staff at UNH allow for a unique combination of experience, expertise, and resources to accomplish all identified stakeholder engagement tasks necessary for the NH Wildlife Action Plan revision.

Respectfully submitted,



Scott R. Mason  
Executive Director



Kathy Ann LaBonte  
Chief, Business Division

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Fish and Game Department**

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, **Fish and Game Department**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/25**. 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: **NH Wildlife Action Plan Revision Stakeholder Engagement**

- 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: Kathy LaBonte  
Address: Fish & Game Department  
11 Hazen Drive  
Concord, NH 03301

Phone: 271-2741

**Campus Project Administrator**

Name: Gretchen Swain  
Address: University of New Hampshire  
Sponsored Programs Admin.  
51 College Rd  
Durham, NH 03824

Phone: 862-4865

- 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: Michael Marchand  
Address: Fish & Game Department  
11 Hazen Drive  
Concord, NH 03301

Phone: 271-3016

**Campus Project Director**

Name: Shannon Rogers  
Address: UNH Cooperative Extension  
Nesmith Hall  
131 Main Street  
Durham, NH 03824

Phone: 862-5171

F. Total State funds in the amount of \$29,856 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share % 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. T-2-4-P-2 from US Fish and Wildlife Service under CFDA# 15.634. 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, Fish and Game Department have executed this 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: 2024.07.22 11:37:36 -04'00'

**By An Authorized Official of:**  
**Fish and Game Department**  
Name: Scott R. Mason  
Title: Executive Director  
Signature and Date: Scott R. Mason

**By An Authorized Official of:** the New Hampshire Office of the Attorney General  
Name: Joshua Harrison  
Title: Assistant Attorney General  
Signature and Date: [Signature] 8/12/2024

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

## EXHIBIT A

**A. Project Title:** NH Wildlife Action Plan Revision Stakeholder Engagement

**B. Project Period:** September 1, 2024 - June 30, 2025

**C. Objectives:**

1. To deliver a state-wide web-based survey with the goal of gathering public input on the relative importance of wildlife and habitats, the threats facing them, and potential conservation actions to protect wildlife and habitats.
2. To assist NHHFG in the development, facilitation, and analysis/reporting of up to 8 “stakeholder” focus groups/meetings.

**D. Scope of Work:** This project is a collaborative among New Hampshire Fish and Game (NHHFG) and the University of New Hampshire (UNH) Cooperative Extension: Community and Economic Development & Natural Resources & Conservation, NH Listens, UNH Survey Center, and the Taking Action for Wildlife Program. Shannon Rogers from the UNH Cooperative Extension Community and Economic Development will be PI on project. Michele Holt-Shannon will be Co-PI on project.

1. Survey

Campus, through the UNH Survey Center, will lead survey development, deployment, analysis and reporting of a web-based survey with the goal of gathering public input on the relative importance of wildlife and habitats, the threats facing them, and potential conservation actions to protect wildlife and habitats. Survey questions will be developed by NHHFG, TAFW, NH Listens, UNHCE CED, with the support of UNH Survey Center Staff using the 2015 web survey developed by UNH as a framework (appendix1-wapsurvey.pdf (nh.gov)). Campus will share and help promote the survey through social media and through various newsletters, including Taking Action for Wildlife and Community & Economic Development Updates. NHHFG will assist with promotion through survey through press releases, social media, and communication with conservation network. Campus will summarize survey results as identified in deliverables.

2. Stakeholder meetings

1. Campus will assist NHHFG in the planning and development of stakeholder focus group/meetings (collaboration between UNHCE, NH Listens, and NHHFG staff). Each stakeholder meeting will target a specific topic area/stakeholder group and target 6-8 individuals. Topic areas will be determined in collaboration with NHHFG. Focus groups/meetings will be developed with the goal of gathering feedback on Wildlife Action Plan knowledge and previous use, input on current threats to wildlife and habitats in NH, discussion of possible conservation actions to be included in the Wildlife Action Plan, barriers/obstacles to implementing actions, and additional tools that would facilitate implementation.

2. Campus will assist NHHFG with the identification of participants through “conservation partner” and “liaison” networks (TAFW, conservation commissions, conservation education organizations,

NH Businesses for Social Responsibility, etc.). Campus will assist NHFG in inviting meeting participants.

3. Campus will provide a written protocol for facilitating meetings to share and train project partners. (UNH Cooperative Extension lead).
4. Campus will facilitate up to 8 stakeholder meetings. At least two representatives from the Campus collaborative will attend each stakeholder meeting, facilitating meetings and taking meeting notes. (Campus will attend up to 8 meetings).
5. Campus will analyze content of stakeholder meetings and summarize results into a written report to be used in Wildlife Action Plan revision. UNHCE will collaborate with NH Listens on summary report.
6. Campus will attend two meetings to review messaging / outreach materials pertaining to Wildlife Action Plan revision (developed by NHFG staff) and to plan for outreach to outside groups (for example, NH Businesses for Social Responsibility and “conservation partners.”)

#### **E. Deliverables Schedule:**

##### **1. Survey**

- One online survey targeting a variety of audiences / stakeholder groups statewide.
- A written summary of survey results that can be integrated into the Wildlife Action Plan including:
  - List of questions and survey options used in online survey
  - A summary of # survey participants segmented across audiences
  - A summary of responses to survey questions.
  - Summary of key messages/findings to inform Wildlife Action Plan revision.
  - Summary comparison to 2015 survey results where applicable: [appendixl-wapsurvey.pdf \(nh.gov\)](#)

##### **2. Stakeholder meetings**

- Written protocol for facilitating meetings to share with project partners
- Up to 8 stakeholder group meetings with a focus on the following:
  - Feedback on threats to wildlife and habitats—to integrate into threats assessment chapter and species profiles
  - Feedback on accessibility of Wildlife Action Plan and plan content—to integrate into overall plan revision, online format
  - Feedback on ways groups have used the Wildlife Action Plan in the past—integrate into overall plan revision, plan tools
  - Identify what issues, strategies, and approaches groups would like to see in the Wildlife Action Plan—integrate into threats assessment and actions chapters
  - Feedback on current and desired tools that would allow groups to better implement Wildlife Action Plan—integrate into Wildlife Action Plan tools (maps, databases, etc.)
  - Highlight possible mutual interests between groups and NHFG—integrate into actions chapter
  - Identify priority conservation actions for stakeholder topic area and obstacles from implementing actions.
- Summarized results of stakeholder meetings in the form of a written report that can be included in the NH Wildlife Action Plan revision.
- Two meetings to review messaging / outreach materials pertaining to Wildlife Action Plan revision (developed by NHFG staff) and to plan for outreach to outside groups (for example, NH Businesses for Social Responsibility and “conservation partners.”)

#### **F. Budget and Invoicing Instructions:**

1. Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Each invoice will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories for both State and Campus share of project costs. Normally, State will pay Campus within 30 days of receipt of each invoice. Reimbursement may be subject to submission and acceptance of progress reports, if such reports are requested by State.
2. Campus will submit its final invoices not later than 45 days after the Project Period end date. Reimbursement for the final invoices shall not be made until all required reports have been received by State for use in reporting to the Division of Wildlife and Sport Fish Restoration, U.S. Fish and Wildlife Service as required by federal assistance regulations.

SWAP Revision Stakeholder Engagement (Grant T2-4-P-2) Budget

September 1, 2024 - June 30, 2025	State Funding	Cost Sharing	Total
1. Salaries & Wages	\$13,876	\$0	\$13,876
2. Fringe Benefits	\$4,664	\$0	\$4,664
3. Supplies and Services	\$4,155	\$0	\$4,155
4. Travel	\$1,000	\$0	\$1,000
5. Facilities & Admin (26%)	\$6,161	\$0	\$6,161
<b>Total</b>	<b>\$29,856</b>	<b>\$0</b>	<b>\$29,856</b>

Budget Justification Narrative

Salaries and Wages: \$13,876

Shannon Rogers PI - One week of time to coordinate UNHCE's involvement in the overall project and collaborate with NH Listens and the UNH Survey Center. Rogers will also be involved in the review of survey questions and the development of a protocol for stakeholder meetings. She will help facilitate 1-2 meetings as needed and support the creation of a report on the stakeholder meetings and synthesis with survey findings.

Sue Cagle - One week of time to develop the stakeholder engagement protocol and to facilitate 1-2 meetings as needed support the creation of a report on the stakeholder meetings and synthesis with survey findings.

Emma Tutein and Haley Andreozzi - Three days of time for both to bring a Natural Resources perspective to the development and review of the survey questions and the stakeholder meetings. Haley and Emma may support facilitation of one stakeholder meeting each as needed and will support the creation of a report on the stakeholder meetings and synthesis with survey findings.

Michele Holt-Shannon - One week of time to coordinate NH Listen's involvement in the overall project and collaborate with UNHCE and the UNH Survey Center. Holt-Shannon will also be involved in the review of survey questions and the development of a protocol for stakeholder meetings. She will help facilitate 1-2 meetings as needed and support the creation of a report on the stakeholder meetings and synthesis with survey findings.

Lu Butterfield-Ferrell - Three weeks of time to develop the stakeholder engagement protocol and to facilitate all (5-8) engagement meetings and compile raw data into summary themes. Attend meetings as needed and support the creation of a report on the stakeholder meetings and synthesis with survey findings.

Liliana Vornehm - will serve as hourly student support for planning, event support, facilitation, and transcriptions.

Fringe Benefits: \$4,664

The Employee Benefit Rates are based on UNH's most current Rate Agreement with the U.S. Department of Health and Human Services, as required under OMB Uniform Guidance. A copy of the Rate Agreement is provided annually to the NH Department of Administrative Services. The full Employee Benefits (37.5%) rate applies to salaries and wages, except for hourly and college work study wages, graduate student salaries, and faculty summer salaries. The partial rate (7.9%) applies to non-student hourly wages, FICA-eligible graduate student pay, faculty summer salaries, and other exceptions to faculty and staff contract pay.

Supplies & Services: \$4,155

UNH Survey Center fee for survey development, deployment, analysis and reporting.

Travel: \$1,000

Travel funds for facilitators to support in person stakeholder meetings across the State

Equipment: None

Facilities and Administrative Costs: \$6,161

The Facilities and Administrative Cost Rate (26%) is based on UNH's most current Rate Agreement with the U. S. Department of Health and Human Services. A copy of the Rate Agreement is provided to the NH Department of Administrative Services when rates change.

G. Other: Any publications or publicity regarding these projects shall recognize funding sources and cooperative arrangements with New Hampshire Fish and Game and the U.S. Fish and Wildlife Service. Reports summarizing work will be submitted directly to the New Hampshire Fish and Game to be incorporated in the revision of the NH Wildlife Action Plan.

## EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here:  None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. The federal regulations applicable to Department of Interior, Fish and Wildlife Service recipients, sub recipients and contractors are incorporated by reference. See FWS Financial Assistance Award Terms and Conditions available on the Internet at <https://www.doi.gov/grants/doi-standard-terms-and-conditions>. These requirements include, but are not limited to, the following, as applicable:**

- a. **Program Authorization / Legislation: State Wildlife Grants (CFDA# 15.634)**
- b. **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**
- c. **2 CFR Part 25, Universal Identifier and Central Contractor Registration**
- d. **2 CFR Part 170, Reporting Subawards and Executive Compensation**
- e. **2 CFR Part 175, Award Term for Trafficking in Persons (Term is applicable to private entity subrecipients)**
- f. **2 CFR Part 200.322, Procurement of Recovered Materials**
- g. **2 CFR Part 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters (Applicable to awards with a total Federal share of more than \$500,000)**
- h. **2 CFR Part 1400, Government-wide Debarment and Suspension (Non-procurement)**
- i. **2 CFR Part 1401, Requirements for Drug-Free Workplace (Financial Assistance)**
- j. **2 CFR Part 1402, Federal Assistance Interior Regulation, supplementing 2 CFR 200 Parts A-D**
- k. **43 CFR Part 17, Nondiscrimination in Federally Assisted Programs of the Department of the Interior**
- l. **43 CFR 18, New Restrictions on Lobbying.**