



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

83

November 27, 2024

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

REQUESTED ACTION

Authorize the New Hampshire Department of Environmental Services (NHDES) to enter into an agreement with the Lake Kanasatka Watershed Association, INC, Center Harbor, NH, (VC #482807-B001) in the amount of \$100,000 to complete the *Lake Kanasatka Watershed-Based Management Plan Implementation* project, effective upon Governor and Council approval through August 31, 2026. 100% Federal Funds.

Funding is available in the following account:

03-44-44-442010-2035-072-500575	<u>FY 2025</u>
Dept. Environmental Services, NPS Restoration Program, Grants-Federal	\$100,000

EXPLANATION

NHDES requests approval to enter into a grant agreement for \$100,000 with the Lake Kanasatka Watershed Association to complete the *Lake Kanasatka Watershed-Based Management Plan Implementation Phase 1: Preparation for In-Lake Phosphorus Treatment and Watershed Best Management Practices (BMPs)* project.

NHDES issued a Request for Proposals (RFP) for the 2024 Watershed Assistance Grants program in June 2023. The eleven proposals received were ranked based on the criteria included in the RFP: water quality improvement or protection; cost/benefit ratio; local capacity to complete the project; relative value or significance of the water body; consideration of the project's impact on communities with environmental justice concerns; the project's incorporation of changing environmental conditions; and, general quality and thoroughness of the proposal. Based on the results of the selection process and available federal grant funding levels, six implementation projects were selected to receive funding. Please see Attachment B for a list of project rankings and NHDES review team members.

Watershed Assistance Grants focus on the reduction of nonpoint source (NPS) pollution. NPS pollution occurs when rainfall, snowmelt, or irrigation waters travel through the ground or across land, transporting materials that are then introduced into groundwater or deposited into rivers, lakes, and coastal waters. Pollutants can include chemicals, sediments, nutrients, and toxins that often have harmful effects on

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

Page 2 of 2

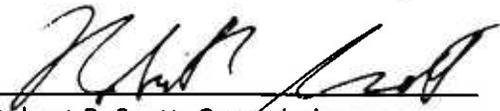
drinking water supplies, recreation, fisheries, and wildlife. Land development or changes in land use can also cause NPS pollution by disrupting the natural hydrology of a water body, increasing impervious surfaces, and contributing to the loss of aquatic habitat. Watershed Assistance Grants address NPS pollution by promoting responsible land use practices on the watershed scale.

Lake Kanasatka is a 353-acre lake located in Moultonborough, NH with a watershed of 4,528 acres. In May 2024, Lake Kanasatka received an alum treatment to control in-lake nutrient loading to reduce persistent and chronic cyanobacteria blooms. The NHDES Cyanobacteria Mitigation Fund provided \$500,000 for the project. The current request will fund the design and implementation of best management practices (BMPs) at sites throughout the watershed identified within the Lake Kanasatka Watershed-Based Management Plan as priorities for addressing stormwater runoff that contributes to nutrient loads to the lake. These watershed-based BMPs will extend the treatment effectiveness of the alum treatment by pairing internal and external nutrient load reductions for Lake Kanasatka.

The project costs are budgeted at \$166,700. NHDES will provide \$100,000 (60%) of the project costs through a federal grant, and the Lake Kanasatka Watershed Association will provide the remaining costs through cash and in-kind services. A budget estimate is provided in Attachment A.

In the event that federal funds become no longer available, general funds will not be requested to support this program. The agreement has been approved by the Office of the Attorney General as to form, execution, and content.

We respectfully request your approval of this item.



Robert R. Scott, Commissioner

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Environmental Services		1.2. State Agency Address PO Box 95 Concord, NH 03302-0095	
1.3. Grantee Name Lake Kanasatka Watershed Association, INC.		1.4. Grantee Address P.O. Box 774, Center Harbor, NH 03226	
1.5 Grantee Phone # (603) 279-5061	1.6. Account Number 03-44-442010-2035-072	1.7. Completion Date 08/31/2026	1.8. Grant Limitation \$ 100,000
1.9. Grant Officer for State Agency Stephen Landry, Watershed Assistance Section Supervisor		1.10. State Agency Telephone Number (603) 271-2969	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 <i>Kirk R. Meloney</i>		1.12. Name & Title of Grantee Signor 1 <i>Kirk R. Meloney, President LKWA</i>	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s) <i>Robert R. Scott</i>		1.14. Name & Title of State Agency Signor(s) <i>Robert R. Scott, Commissioner, NHDES</i>	
1.15 Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: <i>Keely Lovato</i> Keely Lovato		Assistant Attorney General, On: 12 / 03 / 2024	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. **EFFECTIVE DATE: COMPLETION OF PROJECT.**
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. **GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.**
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. **RECORDS and ACCOUNTS.**
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. **PERSONNEL.**
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. **DATA: RETENTION OF DATA; ACCESS.**
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. **CONDITIONAL NATURE OR AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. **EVENT OF DEFAULT: REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. **TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

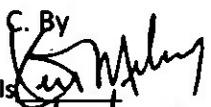
**Exhibit A
Special Provisions**

Subparagraph 17.1.1. is hereby amended to read as follows: "17.1.1 statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, to the extent the Grantee is subject to the requirements of NH RSA Chapter 281-A."

Federal Funds paid under this agreement are from a Grant Agreement to the State from the US Environmental Protection Agency, NPS Implementation Grant under CFDA # 66.460. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between this Department and the grantee. Additionally, the Grantee shall comply with the terms of the Federal Funding Accountability and Transparency Act (FFATA) and has provided NHDES with their Unique Entity Identifier (UEI-SAM) number. The Grantee's UEI-SAM number is QZRKRL2M2PX6.

In addition to the General Provisions of Paragraph 1 through 23, the following provisions, including those required by federal regulations apply to this Agreement:

- I) **Nondiscrimination.** The Grantee shall comply with 40 CFR part 7 which prohibits discrimination under any program or activity receiving Federal assistance on the basis of race, color, national origin, or gender, and 40 CFR part 12 which prohibits discrimination based on handicap.
- II) **Financial management.** The Grantee shall comply with 2 CFR Part 200 Subpart D and the specific standards regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management outlined therein.
- III) **Allowable costs.** All costs charged to this Agreement shall be eligible, necessary, and reasonable for performing the tasks outlined in the approved project scope of services. The costs shall be allowable, meaning that the costs must conform to specific Federal requirements detailed in 2 CFR Part 200 Subpart E. The costs, including match, shall be incurred between the Agreement's Effective Date and the Completion Date, except that match may begin to accrue prior to the Effective Date provided it conforms to the terms of the federal Grant Agreement from the U.S Environmental Protection Agency to the State and follows the date of a NHDES letter of approval of the proposed project scope of services.
- IV) **Matching funds.** All matching funds contributed by the Grantee shall conform to the same laws, regulations, and grant conditions as the federal funds in the Agreement and referenced in 2 CFR Part 200 Subpart E.
- V) **Property Management.** The Grantee shall comply with the property management and procedures detailed in 2 CFR Part 200 Subpart D.
- VI) **Debarment and Suspension.** The Grantee shall comply with 2 CFR Part 200 Subpart C. By


10/21/2024

signing and submitting the Agreement, the Grantee certifies that it has not been debarred or suspended by a government agency. Additionally, the Grantee certifies that it will not make or permit any award (subgrant or subcontract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

VII) Procurement. When purchasing goods or services with grant or match funds, the Grantee shall comply with procurement regulations as detailed in 2 CFR Part 200 Subpart D which includes procurement standards, competition, methods of procurement, contract cost and price, agency review, bonding requirements, and contract provisions.

- a. Assignment of Subcontracts. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State Agency.
- b. Consultant Fee Cap. The Grantee will limit grant-funded payment to subcontractors under the circumstances detailed in 2 CFR Part 1500.9
- c. Subcontracts. The Grantee shall:
 - i. Ensure that every subcontract includes provisions for compliance with Federal and State standards applicable to the contract;
 - ii. Ensure that every subcontract includes all clauses required by Federal statute and executive orders, and their implementing regulations; and
 - iii. Ensure that subcontractors are aware of requirements imposed upon them by State and Federal statutes and regulations.

VIII) Participation by Disadvantaged Business Enterprises. The Grantee shall comply with the terms of 40 CFR Part 33 Subpart C, which requires that organizations conduct a competitive procurement process making a good faith effort to utilize goods and services provided by disadvantaged businesses.

IX) New Restrictions on Lobbying: Interim Final Rule. The Grantee shall comply with the terms of 40 CFR part 34, and 2 CFR Part 200 Subpart E which prohibit the use of Federal grant funds to influence (or attempt to influence) a Federal employee, and requires the submission of Standard Form LLL ("Disclosure of Lobbying Activities") if nonfederal funds have been used to influence (or attempt to influence) a Federal employee.

X) Drug-Free Workplace. The Grantee shall comply with the terms of 2 CFR Part 1536 which require as a condition of the Agreement, certification that the Grantee maintains a drug-free workplace. By signing and submitting this Agreement, the Grantee certifies that they will observe the required practices for maintaining a drug-free workplace.

XI) Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (currently \$150,000), the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the

time specified.

b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

XII) **Limitation on Administrative Costs.** In accordance with §319(h)(12) of the Clean Water Act, administrative costs in the form of salaries, overhead, or indirect costs shall not exceed in any fiscal year 10 percent of the amount of the grant except that costs of implementing enforcement and regulatory activities, education, training, technical assistance, demonstration projects, and technology transfer programs shall not be subject to this limitation.

XIII) **Management fees.** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this Agreement. Management fees or similar charges may not be used to improve or expand the project funded under this Agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

[Handwritten Signature]
10/20/2024

Exhibit B
Scope of Services

The Lake Kanasatka Watershed Association (LKWA) will perform the following tasks as described in the proposal titled *Lake Kanasatka Watershed-Based Management Plan Implementation Phase 1: Preparation for In-Lake Phosphorus Treatment and Watershed Best Management Practices (BMPs)*:

Objective 1: Complete project management and administration for grant execution.
Measure of Success: A consulting firm is selected and hired; project team meetings are held.

Deliverable 1: The Request for Qualifications (RFQ) documentation, executed contract between consulting firm and LKWA, and project meeting minutes are submitted to NHDES.

Task 1. Develop and issue a RFQ for use in procuring a consulting firm to perform technical assistance visits to selected project sites and generate detailed conceptual design plans, calculations, and projected costs. LKWA will provide the draft RFQ to NHDES for review and approval prior to publication.

Task 2. Review and rank RFQ responses submitted by consulting firms and conduct interviews, as necessary, to select the most qualified consultant.

Task 3. Draft the subcontract between LKWA and the consulting firm based on the project scope of work and budget and send to NHDES for review and approval prior to contract signature and execution.

Task 4. Sign the final subcontract between LKWA and the consulting firm for services that accomplish the project scope of work within the allowed budget. Provide a copy of the executed contract to NHDES.

Task 5. Hold a kick-off meeting with project stakeholders and the consultant.

Task 6. Hold two additional project meetings with stakeholders and the consultant to facilitate task execution, including the final project meeting.

Objective 2: Develop a Site Specific Project Plan (SSPP).

Measures of Success: The SSPP that covers any environmental data collection and pollutant load reduction modeling for installed BMPs is approved by NHDES.

Deliverable 2: Draft and final SSPP provided to NHDES.

Task 7. Coordinate with the consultant to follow NHDES guidance for developing a draft SSPP. Submit the draft SSPP to NHDES for review and comment. The SSPP will cover all aspects of data collection and manipulation included in this project, including but not limited to BMP load reduction modeling.

Task 8. Coordinate with the consultant to review edits and comments provided by NHDES and incorporate changes to the draft SSPP. Submit the updated SSPP to NHDES for final review and approval. Distribute the final SSPP with signatures to NHDES and the consultant. The SSPP will be completed and approved prior to any work covered by the SSPP.

Objective 3: Burton Road Stormwater BMP Planning

Measures of Success: Conceptual BMP designs and estimated cost of materials for project sites are reviewed and approved by NHDES and landowners. BMPs are implemented along Burton Road at sites 1-17 and 1-18 as identified in the Lake Kanasatka Watershed Management Plan Watershed Survey.

Deliverable 3: The draft and final BMP designs are provided to NHDES.

Task 9. In collaboration with the consultant, assess stormwater runoff issues along Burton Road.

Task 10. In collaboration with the consultant, create BMP designs and instructions for BMP installation along Burton Road. Conduct initial consultation with NHDES Land Resources Management Program permittees.

Task 11. Oversee timely NHDES Watershed Assistance Section (WAS) and landowner review of, and comments to, the draft conceptual BMP designs provided by the consultant.

Task 12. Oversee the consultant compilation and incorporation of comments to draft conceptual BMP designs. Distribute final conceptual BMP designs provided by the consultant to NHDES WAS and landowners for final review and approval of the concept design.

Objective 4: Meet procedural requirements and provide the legal authority to implement BMPs on Burton Road. Install stormwater BMPs at two sites on Burton Road.

Measures of Success: All necessary permits, cost-share agreements, and operation & maintenance (O&M) plans are completed and on file with the Town of Moultonborough, NHDES, and landowners prior to implementation. NPS Site Reports and Pollutants controlled reports (PCRs) are complete for each BMP installation.

Deliverable 4: Copies of all necessary permits, cost-share agreements, O&M plans, NPS Site Reports, and PCRs are provided to NHDES.

Task 13. Coordinate with the consultant to prepare and submit all necessary town, state, and federal permits for each shoreline and BMP project site. All approved permits will be sent by the landowner to NHDES, the Town of Moultonborough, and LKWA to be kept on file.

Task 14. Work with the consultant to develop cost-share agreements with landowners for each BMP site to approve the estimated project implementation costs and identify the landowner's level of involvement in the implementation process (cash or in-kind contribution). LKWA will lead landowner outreach efforts.

Task 15. Provide O&M plans as developed by the consultant with landowners to sign for each project site to ensure long-term maintenance and success of implemented BMPs.

Task 16. Install the designed/permitted BMPs to mitigate stormwater runoff along Burton Road and into Lake Kanasatka.

Task 17. Coordinate with the consultant for approval of satisfactory implementation and final measurements to calculate pollutant reductions, and to then prepare NPS Site Reports and PCRs for each project site. Submit completed documentation to NHDES.

Objective 5: Additional Stormwater BMP Implementation.

Measures of Success: Conceptual BMP designs, along with estimated cost of materials, for project sites are reviewed and approved by NHDES and landowners. BMPs are implemented and documented at sites identified in the Lake Kanasatka Watershed Management Plan Watershed Survey.

Deliverable 5: Draft and final BMP designs and permits, as needed, and BMP documentation, including PCRs are provided to NHDES.

Task 18. With assistance from community volunteers, implement additional BMPs to mitigate stormwater runoff into Lake Kanasatka.

Task 19. Collaborate with the consultant to conduct technical site evaluations of watershed and shoreline properties that have implemented BMPs through Task 18. Technical site evaluations will include calculating pollutant load reductions, documenting the improvements, and collection of receipts from landowners for match.

Objective 6: Conduct water quality monitoring on Lake Kanasatka. Provide public outreach and education on water quality protection.

Measures of Success: Two education and outreach events are held for watershed residents. University of New Hampshire Lakes Lay Monitoring Program (LLMP) sampling is conducted annually.

Deliverable 6: Summary materials of outreach events and copies of annual LLMP reports are provided to NHDES.

Task 20. Coordinate two outreach presentations on topics such as SOAK Up the Rain principles and septic system maintenance for watershed residents.

Task 21. Post at least ten Facebook posts over the course of the project providing updates on the grant progress and/or educational material related to nonpoint source pollution, water quality, septic system maintenance, or other relevant topics. LKWA will also post regularly on their website.

Task 22. LKWA will continue their expanded participation in the LLMP to monitor water quality. This will provide more accurate baseline data to compare to post-BMP monitoring efforts.

Objective 7: Completion of tasks related to the in-lake treatment of Lake Kanasatka.

Measures of Success: The in-lake treatment of Lake Kanasatka was conducted in accordance with state protocols.

Deliverable 7: Provide NHDES with copies of materials produced under this Objective. Materials may include products such as sampling or monitoring results, or outreach materials.

Task 23. Collaborate with a consultant to monitor conditions in Lake Kanasatka following the in-lake treatment, and/or provide other support as needed to meet requirements of the NHDES in-lake treatment permit conditions.

Objective 8: Conduct project management and submit all required reports to NHDES.

Measures of Success: Project management activities are conducted, and reports are submitted to NHDES.

Deliverable 8: Financial documentation, semi-annual progress reports, and final report are submitted to NHDES.

Task 24. Conduct project management including submittal of financial documents such as payment requests and match and procurement documentation; communicate with NHDES and other project partners as needed; conduct other activities required for grant management.

Task 25. Submit electronic semi-annual reports documenting all work performed during the project periods as follows:

- Work completed April 1 – September 30, report is due by October 31
- Work completed October 1 – March 31, report is due by April 30

If the grantee has not completed a timely submittal of the progress reports, all further payments will be suspended until the overdue reports are submitted and approved by NHDES.

Task 26. Submit a comprehensive final report to NHDES on or before the project completion date. The final report shall include documentation for procurement of construction services, photo-documentation of constructed project components, proof that the project was constructed according to permits and conditions (photos, as-built plans, and other documentation required by the permit and grant agreement) additionally, the final report will comply with NHDES and USEPA requirements found in the final report guidance document, including ADA compliance on the NHDES Watershed Assistance Section webpage.

Additional Requirements of the Agreement

Quality Assurance

All project activities which are to be guided by a quality assurance (QA) document such as a Quality Assurance Project Plan (QAPP) or Site Specific Project Plan (SSPP) must not begin prior to NHDES/USEPA approval of that QA document. In the event that sampling, modeling, or other such activities precede QA document approval, the data will not be considered valid, and the grantee will forfeit the ability to receive payment for those activities.

Outreach Materials

All materials produced for public distribution shall be reviewed and approved by NHDES prior to distribution and shall include the NHDES logo and the following citation: "Funding for this project was provided in part by a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency". 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, final work products shall include sans-serif fonts, underlined and descriptive text links, color best practices, captions for audio and video content, headers in tables, images with alt text, gender-neutral text, and consideration of the Plain Writing Act. Examples of final work products and outreach materials include, but are not limited to, project reports, press releases, newsletter articles, websites, videos and signage.

Operations and Maintenance

Management practices implemented as agreed upon in the scope of services of this grant agreement and with grant funds or matching funds under a Section 319 Watershed Assistance Grant, shall be properly operated and maintained for the intended purposes during the life span of the project. The life span of a project shall be determined by the Grantee, tailored to the types of practices expected to be funded in this project, and agreed upon by NHDES. The Grantee shall provide NHDES with an engineering estimate of the design life of the best management practice(s) (BMPs), or in the case of small-scale BMPs which do not have a design life estimation completed by an engineer, the design life of that practice shall be estimated to be ten years.

Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, repairing damage, or replacement of the practice to its original condition if one or more components fail. The Grantee shall assure that any sub-award of Section 319 funds similarly include the same condition in the sub-award. Additionally, both USEPA and NHDES reserve the right to periodically inspect a practice during the life span of the project to ensure that operation and maintenance are occurring. If it is determined that the participants are not operating and maintaining these practices in an appropriate manner, NHDES may request a refund for that practice supported by the grant.

Exhibit C
Method of Payment and Contract Price

Procurements of goods or services made with grant funds, or those credited as match, shall comply with the terms of this agreement, and must be reported to NHDES. Documentation of match credit shall be provided with each payment request. The cumulative match value for the project shall meet or exceed the amount of grant funds received multiplied by 0.667 (e.g. \$100,000 grant X 0.667 = \$66,700 minimum match required). The grantee shall submit payment requests, procurement reports, and match documentation on the forms provided by NHDES. Payment shall be made in accordance with the following schedule based upon satisfactory completion of specific tasks, and receipt of deliverables as described in Exhibit B:

Upon completion and NHDES approval of Tasks	1 & 2	\$250
Upon completion and NHDES approval of Tasks	3 & 4	\$100
Upon completion and NHDES approval of Task	5	\$700
Upon completion and NHDES approval of Task	6	\$1,450
Upon completion and NHDES approval of Task	7	\$2,000
Upon completion and NHDES approval of Task	8	\$800
Upon completion and NHDES approval of Task	9	\$1,700
Upon completion and NHDES approval of Task	10	\$10,000
Upon completion and NHDES approval of Task	11	\$2,000
Upon completion and NHDES approval of Task	12	\$4,000
Upon completion and NHDES approval of Task	13	\$7,000
Upon completion and NHDES approval of Task	14	\$2,800
Upon completion and NHDES approval of Task	15	\$2,500
Upon completion and NHDES approval of Task	16	\$43,000
Upon completion and NHDES approval of Task	17	\$2,500
Upon completion and NHDES approval of Tasks	18 & 19	\$15,000
Upon completion and NHDES approval of Tasks	20 - 22	\$500
Upon completion and NHDES approval of Task	23	\$2,000
Upon completion and NHDES approval of Tasks	24 & 25	\$1,200
Upon completion and NHDES approval of Task	26	\$500
Total		\$100,000

Funding is provided through a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency.

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that LAKE KANASATKA WATERSHED ASSOCIATION, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 03, 1978. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 64091

Certificate Number: 0005834051



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of July A.D. 2022.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular stamp.

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Scott Apgar, Secretary of the Lake Kanasatka Watershed Association, do hereby certify that:

(1) I am the duly elected Secretary;

(2) at the meeting held on October 11, 2024, the Lake Kanasatka Watershed Association voted to accept NHDES funds and to enter into a contract with the Department of Environmental Services;

(3) the Lake Kanasatka Watershed Association further authorized the President to execute any documents which may be necessary for this contract;

(4) this authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date of the grant to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this certificate hereof; and

(5) the following person has been appointed to and now occupies the office indicated in (3) above:

Kirk Meloney

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Lake Kanasatka Watershed Association, this 11th day of October 2024.



Scott W Apgar, Secretary, LKWA



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Eleanor Spinazzola PHONE (A/C, No, Ext): (603) 293-2791 E-MAIL ADDRESS: Eleanorspinazzola@esinsurance.net	FAX (A/C, No): (603) 293-7188
	INSURER(S) AFFORDING COVERAGE	
INSURED Lake Kanasatka Watershed Association PO Box 744 Center Harbor NH 03226	INSURER A: Philadelphia Insurance Co	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 24-25

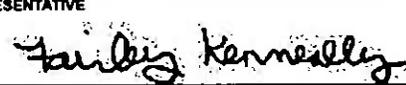
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2604396-001	09/13/2024	09/13/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2604396-001	09/13/2024	09/13/2025	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

New Hampshire Department of Environmental Services 29 Hazen Drive Concord NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2015 ACORD CORPORATION. All rights reserved.

**Attachment A
Budget Estimate**

Budget Item	s319 Grant Funding	Non-Federal Matching Funds	Totals
Salaries & Wages	\$0	\$30,500	\$30,500
Travel and Training	\$0	\$0	\$0
Contractual	\$42,700	\$0	\$42,700
Equipment and Supplies	\$0	\$4,460	\$4,460
Construction	\$57,300	\$31,740	\$89,040
Total Project Cost	\$100,000	\$66,700	\$166,700

Attachment B
2024 Watershed Assistance and Restoration Grant Ranking

Organization	Project Name	Reviewer						Rank by avg.
		A	B	C	D	E	AVG	
Stafford Regional Planning Commission	Sunrise Lake Watershed Management Plan Implementation Phase I: Structural BMPs and Development of Regulatory Mechanisms	89	83	91	87	94	88.7	1
Acton Wakefield Watersheds Alliance	Implementation Projects for the Salmon Falls Headwater Lakes Watershed Management Plan (SFHLWMP), the Province Lake Watershed Management Plan (PLWMP), and the Pine River Pond Watershed Management Plan (PRPWMP). Residential Best Management Practices (BMPs), Residential Septic Cost-Share, Culvert Engineering, and Land Conservation.	85	88	92	89	90	88.6	2
Squam Lakes Association	Squam Watershed Management Plan Implementation, Phase 2: Stormwater Management for Squam Lakeside Farm (Ice House Creamery) on little Squam Lake.	84	91	83	86	94	87.5	3
Lake Kanasatka Watershed Association	Lake Kanasatka Watershed-Based Management Plan Implementation Phase 1: Preparation for In-Lake Phosphorus Treatment and Watershed Best Management Practices (BMPs)	86	82	86	87	92	86.6	4
Messer Pond Protective Association	Messer Pond Watershed Plan – Phase 3 – Fieldstone Lane, Castle Lane, Bog Road Field Survey BMPs	77	82	90	88	94	86.1	5
Tucker Pond Improvement Association	Tucker Pond, Watershed-Based Management Plan Implementation Phase I: Quimby Road BMPs and Septic System Upgrades	85	87	85	87	86	85.9	6
NH Coastal Program on behalf of Gosport Properties, LLC (Owner of the Gonic Dam)	Gonic Dams Removal / Cochecho River Restoration Project Phase III: Demolition and Restoration	87	86	86	85	83	85.4	7

2024 Watershed Assistance and Restoration Grant Ranking

Organization	Project Name	Reviewer						Rank by avg.
		A	B	C	D	E	AVG	
Newfound Lake Region Association	Newfound Watershed Management Plan Implementation Phase 5: Streambank Restoration in Atwell Brook	84	92	77	85	82	84	8
Lake Sunapee Protective Association	Lake Sunapee Watershed Plan Implementation Phase 4: Shoreline Stabilization BMPs along Jobs Creek Road	79	87	82	82	87	83.3	9
Town of Wolfeboro	Lake Wentworth-Crescent Lake Watershed Management Plan, Phase 5: Stormwater BMPs	81	84	77	83	88	82.5	10
Town of Alton	Mill Pond, Mill Pond Supplement to the Merrymeeting River Watershed Management Plan implementation, Phase 2: Route 140 (Alton) BMPs for drainage areas MPI, MPIO; the Parking Lot and Letter S Road included in MP12	76	88	71	78	82	78.9	11

Review Team Members

Name	Qualifications
Andrea Bejtlich	Watershed Specialist. Surface and drinking water sampling, grant management expertise. 5 years of experience.
Stephen Landry	Watershed Assistance Section Supervisor. Project management and watershed management expertise. 31 years of experience.
Jeffery Marcoux	Watershed Supervisor. Project manager, grant, and contract expertise. 20 years of experience.
Sally Soule	Coastal Watershed Supervisor, Grant management experience. Project management and watershed management expertise. 25 years of experience.
Katherine Zink	Watershed Assistance Specialist. Surface and drinking water sampling, and microbial expertise. 13 years of experience.