



The State of New Hampshire  
**Department of Environmental Services**

Robert R. Scott, Commissioner

88



November 22, 2024

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

**REQUESTED ACTION**

Authorize the Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** contract with the University of New Hampshire – Office of Sponsored Programs (UNH) (VC #315187-B083), Durham, NH, in the amount of \$14,114 for the *Meaningful Engagement Support for the Coastal Resilience Grantees* project, effective upon Governor and Council approval through December 31, 2025. 100% Federal funds.

Funds are available in the following account:

|  |                |
|--|----------------|
|  | <u>FY 2025</u> |
| 03-44-44-442010-3642-102-500574  | \$14,114       |
| Dept. of Environmental Services, Coastal Zone Management, Contracts for Program Services |                |

**EXPLANATION**

NHDES requests approval to enter into a **SOLE SOURCE** contract with UNH-NH Listens to complete the Meaningful Engagement Support for the Coastal Resilience Grantees project (the Project). This contract is **SOLE SOURCE** because NH Listens is a unique organization that has worked in New Hampshire communities for over a decade to strengthen local, regional, and state efforts to improve public life. NH Listens works to support respectful conversations about complex issues, and community-led action and change. A core element of the Coastal Resilience Grants program is supporting projects that build capacity, advance planning and develop designs to increase coastal resilience in one or more of New Hampshire's Coastal Zone communities. Oftentimes, this includes community engagement and/or difficult conversations. The goal of the support from NH Listens is to develop and deliver a cohort learning opportunity with trainings, coaching sessions, and helpful resources for the four selected 2024 Coastal Resilience Grantee project teams as they design and facilitate meaningful community engagement activities within the context of their respective projects and toward sustained capacity to address future community issues.

Total project costs are budget at \$14,114. A budget breakdown is provided in Attachment A.

In the event 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.

  
 Robert R. Scott, Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

STATE OF NEW HAMPSHIRE, **Department of Environmental Services**

and the

**University of New Hampshire** of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Environmental Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire has approved this Project Agreement ("Effective date") and shall end on 12/31/25. 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: UNH Cooperative Extension and NH Sea Grant Technical Assistance**

- 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

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Address: NH Coastal Program  
 Dept. of Environmental Services  
 222 International Drive, Suite 175  
 Portsmouth, NH 03801

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Phone: 603-271-8801

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**Campus Project Administrator**

Name: Gretchen Swain

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Address: University of New Hampshire  
 Sponsored Programs Administration  
 51 College Road  
 Durham, NH 03824

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Phone: \_\_\_\_\_

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- 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

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Address: NH Coastal Program  
 Dept. of Environmental Services  
 222 International Drive, Suite 175  
 Portsmouth, NH 03801

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Phone: 603-559-0020

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**Campus Project Director**

Name: Michele Holt-Shannon

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Address: University of New Hampshire  
 Carsey School of Public Policy  
 New England Center  
 Durham, NH 03824

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Phone: 603-862-0692

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F. Total State funds in the amount of **\$14,114** 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 **0%** of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from the State Coastal Program's FFY2024 Grant/Contract/Cooperative Agreement from **National Oceanic and Atmospheric Administration (NOAA)** under CFDA# **11.419**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H.  State has chosen **not to take** possession of equipment purchased under this Project Agreement.

State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

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

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Environmental Services** have executed this Project Agreement.

**By An Authorized Official of:**

University of New Hampshire

Name: Dianne Hall

Title: Manager, Pre-Award Compliance

Signature and Date:

*Dianne Hall*

Digitally signed by Dianne Hall  
Date: 2024.11.05 09:55:40  
-05'00'

**By An Authorized Official of:** the New Hampshire  
Office of the Attorney General

Name: *Melissa Fales*

Title: *Assistant Attorney General*

Signature and Date:

*Melissa Fales* 11/25/24

**By An Authorized Official of:**

Department of Environmental Services

Name: Robert R. Scott

Title: Commissioner

Signature and Date:

*Robert R. Scott* 11/25/24

**By An Authorized Official of:** the New  
Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

## EXHIBIT A

**A. Project Title:** UNH Cooperative Extension and NH Sea Grant Technical Assistance

**B. Project Period:** Upon Governor & Executive Council approval through December 31, 2025

**C. Objectives:** The goal is to develop and deliver a cohort learning opportunity with trainings, coaching sessions, and helpful resources for the four 2024 Coastal Resilience Grantee project teams as they design and facilitate meaningful community engagement activities within the context of their respective projects and toward sustained capacity to address future community issues.

**D. Scope of Work:** NH Listens will complete the following activities:

**Task 1: Develop Meaningful Engagement Training:** NH Listens will meet for two half-day planning sessions with New Hampshire Coastal Program (NHCP) staff and the Community Engagement Manager of the Piscataqua Region Estuaries Partnership to develop a 3 hour, in-person meaningful engagement training for Coastal Resilience Grantees, including promotional materials. NH Listens will incorporate results from a needs assessment survey and review of funded Coastal Resilience Grant projects to inform the content and design of the training. NH Listens will prepare all training materials and distribute any pre-meeting materials, as needed.

*Estimated timeframe:* Project start date through February 2025

**Task 2: Deliver Meaningful Engagement Training:** NH Listens will deliver a 3 -hour, in-person meaningful engagement training for Coastal Resilience Grantee project representatives, aiming for full project team participation. This training will equip project representatives with tools and competencies to make a community engagement plan, learn together, address conflict, and move forward with shared decision-making that can improve projects and partnerships in their communities. We will work with project teams to take advantage of bringing grantees together for cohort learning model.

*Estimated timeframe:* March 2025

**Task 3: Host Individual Coaching Sessions with Coastal Resilience Grantees:** NH Listens will Host online (or in person at UNH) 1-2-hour coaching sessions with the four Coastal Resilience Grantees following the meaningful engagement training to provide tailored assistance to Coastal Resilience Grantee project representatives. Coaching sessions will be optional for all grantees; NH Listens will offer at least 1 coaching session to each of the four grantees and may offer more sessions as budget allows and as requested from grantees.

*Estimated timeframe:* April-August 2025

**Task 4: Evaluation:** NH Listens will design a participatory evaluation process for the Meaningful Engagement Training (Task 2) and Coaching Sessions (Task 3) including identifying areas for continued learning. Participation could be part of an in-person gathering of project teams.

*Estimated timeframe:* Upon Governor & Council approval through August 2025

**Task 5: Deliver Summary Report with Recommendations:** NH Listens will analyze results from the participatory evaluation process and prepare a report with evaluation results, observations, and recommendations for continued training, coaching, and/or other forms of learning in future Coastal Resilience Grant cycles.

*Estimated timeframe:* September 2025

**E. Deliverables Schedule:** Reports: NH Listens shall provide one (1) semi-annual progress report and one (1) final report that summarizes the project activities. The semi-annual report will cover the period of the project start date through June 30, 2025 and will be due on July 12, 2025. The final report

will summarize activities throughout the entire project period and include deliverables as attachments. The final report will be due on December 31, 2025.

**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 not later than 60 days after the Project Period end date.

| Budget Items                         | State Funding | Cost Sharing | Total     |
|--------------------------------------|---------------|--------------|-----------|
| 1. Salaries & Wages                  | \$ 7,420      | -            | \$7,420   |
| 2. Fringe Benefits                   | \$ 2,782      | -            | \$2,782   |
| 3. Travel                            | \$ 500        | -            | \$500     |
| 4. Supplies and Services             | \$500         | -            | \$500     |
| 5. Other (IT support)                | -             | -            | -         |
| 6. Facilities and Admin.             | \$ 2,912      | -            | \$2,912   |
| Subtotals:                           | \$ 14,114     | \$ 0         | \$ 14,114 |
| <b>Total Project Costs: \$14,114</b> |               |              |           |

**G. Other: Funding Credit and ADA Compliance:** All final work products and outreach materials shall include the NOAA, NHDES and NHCP logos and shall state that "This project was funded, in part, by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the New Hampshire Department of Environmental Services Coastal Program." All final work products must meet the applicable Americans with Disabilities Act (ADA) Title II Regulations to the extent practicable and shall be guided by best practices outlined in the Revised Section 508 Standards of the Rehabilitation Act and the Web Content Accessibility Guidelines (WCAG). At minimum, final work products shall include sans-serif fonts, underlined and descriptive text links, color best practices, captions for audio and video content, headers in tables, images with alt text, gender-neutral text, and consideration of the Plain Writing Act. Examples of final work products and outreach materials include, but are not limited to, project reports, press releases, newsletter articles, websites, videos and signage.

## EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate 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).**

**Attachment A  
Budget Estimate**

| <b>Item</b>     | <b>Federal</b> |                 | <b>Non-federal</b> | <b>Total</b>    |
|-----------------|----------------|-----------------|--------------------|-----------------|
| Personnel       |                | \$7,420         |                    | \$7,420         |
| Fringe          |                | \$2,782         |                    | \$2,782         |
| Equipment       |                |                 |                    |                 |
| Travel          |                | \$500           |                    | \$500           |
| Supplies        |                | \$500           |                    | \$500           |
| Sub-Contractual |                |                 |                    |                 |
| Construction    |                |                 |                    |                 |
| Other           |                |                 |                    |                 |
| Indirect        |                | \$2,912         |                    | \$2,912         |
| <b>TOTALS</b>   |                | <b>\$14,114</b> | <b>\$0</b>         | <b>\$14,114</b> |

**Attachment B**  
**Grant Proposal Scoring Matrix**

| Applicant              | Project Title   | Reviewers |      |    |      |    |      |    |    |    |      |    |    | Avg.  | Rank |
|------------------------|---|-----------|------|----|------|----|------|----|----|----|------|----|----|-------|------|
|                        |   | A         | B    | C  | D    | E  | F    | G  | H  | I  | J    | K  | L  |       |      |
| City of Portsmouth     | Resilient Wetlands: Enhancing Coastal Protection and Water Quality                      | 50        | 41   | 42 | 33.5 | 43 | 41   | 40 | 41 | 35 | 34   | 46 | 45 | 40.96 | 1    |
| Town of Exeter         | NH Community-Centered Approach for Enhancing Climate Resilience in Exeter's Swasey Park | 36        | 44   | 41 | 33.5 | 41 | 41   | 42 | 43 | 36 | 40.5 | 44 | 43 | 40.42 | 2    |
| The Nature Conservancy | Restoration Planning for Climate Resilience, Biodiversity, and Ecosystem Function       | 45        | 41   | 42 | 33   | 42 | 40.5 | 38 | 38 | 35 | 41.5 | 37 | 43 | 39.67 | 3    |
| Town of Hampton        | Enhancing Coastal Resilience Through Strategic Project Organization and Outreach        | 38        | 41.5 | 44 | 32   | 40 | 40.5 | 41 | 40 | 35 | 42.5 | 37 | 43 | 39.29 | 4    |

**Review Team Members:**

- Abigail Lyon - Community Engagement Manager for the Piscataqua Region Estuaries Partnership (PREP) and Co-Chair for the NH Coastal Adaptation Workgroup (NHCAW), 10 years of community experience in the coastal watershed on coastal resilience, water quality, and natural resources
- Aidan Barry - Coastal Resilience & Habitat Specialist, NHDES Coastal Program, 4 years of habitat restoration work
- Becca Katz - Coastal Resilience Grants Specialist, NHDES Coastal Program, 2 years of grants management and application experience and 1.5 years of coastal resilience policy
- Christian Williams - Program Coordinator, NHDES Coastal Program, 18 years of coastal and ocean policy and regulatory experience
- Jennifer Gilbert, Resilience Project Manager, NHDES Coastal Program, 26 years of environmental planning and project and grant management experience.

- Kate Swails- New England Coastal Program Liaison, NOAA Office for Coastal Management. 18 years at NOAA in various roles (permitting, natural resource policy development, community engagement, and communications).
  - Kevin Lucey - Habitat Coordinator, NHDES Coastal Program, 20 years of habitat assessment and restoration work
  - Kirsten Howard - Resilience Program Coordinator, NHDES Coastal Program, 15 years of coastal resilience policy and project management experience and Co-Chair for the NH Coastal Adaptation Workgroup (NHCAW)
  - Lisa Wise - Climate Adaptation Program Manager, NH Sea Grant and UNH Extension, 8 years of coastal resilience related outreach and engagement experience
  - Lucy Perkins - NOAA Coastal Management Fellow, NHDES Coastal Program, 5 years of experience in municipal government, with a focus on coastal resilience program management, and master's degree in urban and environmental planning and policy
  - Polly Crocker - Watershed Management Specialist, NHDES Coastal Program, 15 years of stormwater management and project management experience
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