



State of New Hampshire  
 DEPARTMENT OF NATURAL & CULTURAL RESOURCES  
 DIVISION OF PARKS & RECREATION

172 Pembroke Road Concord, New Hampshire 03301  
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 TDD Access: Relay NH 1-800-735-2964  
 nhstateparks.org

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May 27, 2025

Her Excellency, Governor Kelly A. Ayotte  
 and the Honorable Executive Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of Parks and Recreation (Division) to enter into a **sole source** Cooperative Project Agreement (CPA) with the University of New Hampshire (UNH) (VC #177867) in the amount of \$159,840 for the purpose of completing the 2029-2038 Statewide Comprehensive Outdoor Recreation Plan effective upon Governor and Executive Council approval through December 31, 2028. **50% Federal Funds, 50% Agency Income**

Funds are anticipated to be available in Fiscal Years 2026-2029, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

Funding is available in account entitled LW Conservation Fund Grants, as follows:

03-35-35-351510-37170000-072-500574, Grants Federal	<b><u>FY2026</u></b>	<b><u>FY2027</u></b>	<b><u>FY2028</u></b>	<b><u>FY2029</u></b>
	\$7,389.50	\$30,357.50	\$30,357.50	\$11,815.50

Funding is available in account entitled Community Recreation, as follows:

03-35-35-351510-40160000-102-500731, Contracts for Program Services	<b><u>FY2026</u></b>	<b><u>FY2027</u></b>	<b><u>FY2028</u></b>	<b><u>FY2029</u></b>
	\$7,389.50	\$30,357.50	\$30,357.50	\$11,815.50

**EXPLANATION**

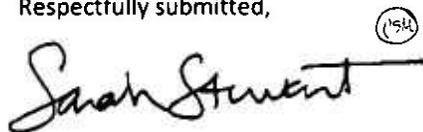
UNH will prepare a Statewide Comprehensive Recreation Plan (SCORP) acceptable to the National Parks Service on behalf of the Division. Parties to this agreement have agreed that the plan will include analysis of issues, needs, and recommendations. Public participation will play an important role in identifying the above topics. This agreement is **sole source** because staff at UNH recently assisted the State in the preparation of the 2024-2028 SCORP re write therefore they have unique experience necessary to assist in the preparation of New Hampshire's 2029-2038 SCORP. For this reason, sole source approval of this CPA is requested.

In 2024, the State of New Hampshire received notification of its grant allocation under the Land and Water Conservation Fund (LWCF) program. The LWCF program authorized the Secretary of the Interior to provide financial assistance to States for the acquisition and/or development of public outdoor recreation areas for facilities found to be in accord with the SCORP. Part of the eligibility requirements for the LWCF funding mandates that States have an approved SCORP planning document in place. Since its inception in 1965 the LWCF program has led to over 700 public outdoor recreation land acquisition and development projects throughout the state total over \$50,000,000.00 in grant assistance.

The agency funds will be used to assist in meeting the required federal match. The current 2024-2028 SCORP is due to expire on December 31, 2028.

The Attorney General's Office has approved this CPA as to form, substance, and execution.

Respectfully submitted,



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Sarah L. Stewart  
Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Natural and Cultrtral Resorucesn**

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 Natural and Cultural Resources**, (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 **12/31/28**. 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: 2029-2038 NH Statewide Comprehensive Outdoor Recreation Plan (SCORP)**

- 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: Eric Feldbaum  
Address: Division of Parks and Recreation  
172 Pembroke Road  
Concord, NH 03301  
Phone: 603-271-3556

**Campus Project Administrator**

Name: Gretchen Swain  
Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd  
Durham, NH 03824  
Phone: 603-862-4865

- 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: Eric Feldbaum  
Address: Division of Parks and Recreation  
172 Pembroke Road  
Concord, NH 03301  
Phone: 603-271-3556

**Campus Project Director**

Name: Michael Ferguson  
Address: University of New Hampshire  
Recreation Management & Policy  
Hewitt Hall Rm 193  
Durham, NH 03824  
Phone: 603-862-1644

F. Total State funds in the amount of **\$159,840.00** 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. **P25AP00296-00** from **Land and Water Conservation Fund** under ALN #**15.916**. 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.

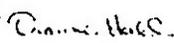
IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Natural and Cultrtral Resoruces** have executed this Project Agreement.

**By An Authorized Official of:**

**University of New Hampshire**

Name: Dianne Hall

Title: Manager, Pre-Award Compliance

Signature and Date:  Digitally signed by Dianne Hall  
Date: 2025.05.30 14:37:50  
-04'00'

**By An Authorized Official of:**

**Dept of Natural and Cultrtral Resoruces**

Name: Sarah L. Stewart

Title: Commissioner

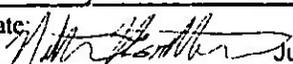
Signature and Date:  5/30/25

**By An Authorized Official of: the New**

**Hampshire Office of the Attorney General**

Name: Nathan W. Kenison-Marvin

Title: Assistant Attorney General

Signature and Date:  June 6, 2025

**By An Authorized Official of: the New**

**Hampshire Governor & Executive Council**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

## EXHIBIT A

**A. Project Title:** 2029-2038 NH Statewide Comprehensive Outdoor Recreation Plan (SCORP)

**B. Project Period:** Upon Governor and Council Approval - 12/31/2028

**C. Objectives:** Based on information collected, write and deliver final SCORP report and deliver outreach presentations communicating study findings and implications as appropriate.

**D. Scope of Work:**

**Task 1: SCORP Vision**

- DNCR and UNH to assemble and collaborate with the Technical Advisory Committee (TAC) (composed of nonprofit, municipal, state, and federal organizational partners) to:
  - Address updates to the 2029-2038 SCORP format and structure.
  - Refine outdoor recreation content and contextual framing for SCORP.
  - Identify actionable ways for TAC members to utilize SCORP findings within their organizations.
  - Ensure SCORP serves as a practical resource for their agencies and constituencies.
- Establish draft guiding priorities for the 2029-2038 SCORP.
- Collaborate with state legislators to ensure alignment with policy priorities and to increase legislative support for SCORP initiatives.
- Timeline: FY 2026 (Project begins Upon Governor and Council Approval).

**Task 2: Background Research**

- Update statewide demographic profiles and analyze key population trends relevant to outdoor recreation.
- Provide comprehensive data on outdoor recreation, health and wellness, economic, and social trends in New Hampshire.
- Develop GIS maps to highlight priority initiatives such as sociographic data, locations of parks and protected areas, and key recreation assets.
- Incorporate findings from previous SCORPs to guide comparisons and ensure continuity.
- Timeline: FY 2026 (Project begins Upon Governor and Council Approval).

**Task 3: Public Engagement**

- Conduct a representative public survey (n=1,000) to gauge resident participation, opinions on outdoor recreation, conservation priorities, and resource management.
- Administer a public online survey (n=150) to expand input from residents not captured in the representative survey.
- Develop and execute a local recreation provider/leader survey (n=150) to assess resource conditions, accessibility, support, and plans for development at municipal, state, and federal levels.
- Host focus groups (n=3) to gather input from disadvantaged communities, based on need (e.g., persons of color, individuals with disabilities, New Americans, etc.).
- Timeline: FY 2027.

**Task 4: Priorities, Goals and Actions**

- Develop and refine SCORP priorities, goals, and actions based on data and input from Tasks 2 and 3.
- Conduct iterative review and feedback sessions with key stakeholders (e.g., TAC, state legislators, community members), presenting findings to solicit input, share preliminary results, and collaboratively finalize SCORP priorities, goals, and actions.
- Revise priorities, goals, and actions to ensure they reflect broad community and political alignment.
- Timeline: FY 2028.

**Task 5: Open Project Selection Process (\*DNCR will complete this task independently)**

- Establish objective criteria and standards for Land and Water Conservation Fund (LWCF) project

Campus  
Authorized  
Official: DH  
Date: 5/30/25

selection, ensuring alignment with SCORP priorities and addressing New Hampshire’s greatest outdoor recreation needs.

- Timeline: FY 2028.

**Task 6: Final Draft SCORP Report and Mini Outreach Toolkit**

- Develop the final SCORP technical report via InDesign, integrating the following enhancements:
  - o Professional editing to ensure clarity and readability.
  - o High-quality design elements and graphics produced by professional designers to improve accessibility and visual appeal.
- UNH will submit the final draft of the SCORP technical report as an InDesign file, along with all associated fonts, survey data, GIS map layers, and photos, compressed into a single .zip file, to DNCR by 6/30/28 for review and approval.
- Develop a mini outreach toolkit to serve as a repository for key findings and digital materials tailored to primary stakeholders, supporting effective communication and dissemination of SCORP priorities while also promoting relevant LWCF programs and grants.
  - o UNH will submit the final draft of the mini outreach toolkit to DNCR by 6/30/28 for review and approval.
- Timeline: FY 2028

**Task 7: Finalize SCORP Report and Outreach**

- DNCR will review the final draft SCORP technical report, provide high-level feedback and suggested edits, and approve the draft. DNCR will submit all requested alterations to the UNH team by 8/1/28. The UNH team will then address the detailed document revisions based on DNCR’s input.
- UNH will submit the finalized SCORP technical report as an InDesign file, along with all associated fonts, survey data, GIS map layers, and photos, compressed into a single .zip file, to DNCR by 9/1/28.
- Deliver up to 3 outreach presentations tailored to key stakeholders (e.g., TAC, state legislators, community members, etc.), highlighting SCORP findings and their implications by 12/31/28.
- Timeline: FY 2029

**E. Deliverables Schedule: Initiate and Complete FY29 (final draft report delivered 09/01/2028)**

**F. Budget and Invoicing Instructions:**

Campus will not be required to invoice separately by FY and will not be required to request prior approval for carryforward of unexpended funds from one fiscal year to the next.

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 75 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries and Wages	\$78,500	N/A	\$78,500
2. Fringe Benefits	\$6,435	N/A	\$6,435
3. Travel	\$4,000	N/A	\$4,000
4. Equipment	\$0	N/A	\$0
5. Supplies & Services	\$37,922	N/A	\$37,922

Campus Authorized Official: DH  
Date: 5/30/25

6. Facilities & Admin	\$32,983	N/A	\$32,983
Subtotals	\$159,840	N/A	\$159,840

**Task Budget for reference only**

State Fiscal Year	Task	Budget Total
FY 2026 (7/1/25 – 6/30/26)	Task 1: SCORP Vision Task 2: Background Research	\$14,779
FY 2027 (7/1/26 – 6/30/27)	Task 3: Public Engagement	\$60,715
FY 2028 (7/1/27 – 6/30/28)	Task 4: Priorities, Goals and Actions Task 5: Open Project Selection Process Task 6: Final SCORP Report & Outreach Toolkit	\$60,715
FY 2029 (7/1/28 – 9/1/28)	Task 7: Final SCORP Outreach	\$23,631
	Total:	\$159,840

Campus Authorized Official: DH  
Date: 5/30/25

## 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.

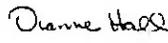
Special Federal provisions are listed here:  None or

**University System of New Hampshire**  
**Delegation of Signature Authority to the University of New Hampshire**

I, Catherine A. Provencher, Vice Chancellor for Financial Affairs and Treasurer of the University System of New Hampshire (USNH), acting pursuant to Policy BOT III. Administrative Policies B. Delegations of Authority, do hereby delegate to the following officer of the University of New Hampshire (UNH): Senior Grant and Contract Administrator III, Pre-Award, UNH the authority to execute on behalf of USNH (includes UNH, PSU, KSC, System Office) all agreements, contracts, and other legal documents related to the provision of research or consulting services, or other sponsored programs with any of the several agencies of the government of the State of New Hampshire provided that such authority shall be exercised in compliance with all applicable USNH policies, including those related to conflict of interest, insurance, additional pay, and competitive bidding.

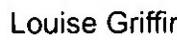
The named officer may not re-delegate this authority.

I certify that Dianne Hall has been appointed to and now occupies the office of the Senior Grant and Contract Administrator IV, Pre-Award, UNH, and that her signature below is a true and accurate representation of this official signature as executed for the purposes described herein.

  
Digitally signed by Dianne Hall  
Date: 2024.03.28 09:08:04 -04'00'

Dianne Hall  
Manager, Pre-Award Compliance, UNH

This delegation shall take effect immediately and shall remain in effect until revoked.

  
Digitally signed by Louise Griffin  
Date: 2024.04.02 10:45:09 -04'00'

Date:

Louise Griffin  
Associate Vice President & Chief Research Administration Officer  
University System of New Hampshire

Copy: USNH Procurement  
USNH: Director, Controller and Financial Operations Center  
USNH: General Counsel  
KSC: Director Finance & Administration  
PSU: Vice President for Finance & Administration  
UNH: Office for Vice President of Finance & Administration