



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



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October 14, 2025

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

REQUESTED ACTION

Authorize the Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Sponsored Programs Administration (UNH), Durham, NH, (VC# 315187-B083) in the amount of \$32,000 to continue the Volunteer Beach Profile Monitoring Program for New Hampshire's ocean beaches, effective as of Governor and Council approval through June 30, 2026. 100% Federal Funds.

Funding is available in the following account:

	<u>FY2026</u>
03-44-44-442010-3642-102-500731	\$32,000
Dept. Environmental Services, Coastal Zone Management, Contracts for Program Services	

EXPLANATION

NHDES requests approval of this agreement for the Volunteer Beach Profile Monitoring Program. This agreement is **SOLE SOURCE** because UNH has unique expertise in beach profiling, has conducted extensive research on New Hampshire's ocean beaches, and has significant experience developing volunteer-based programs, such as the New Hampshire Sea Grant/UNH Cooperative Extension Coastal Research Volunteer program. The New Hampshire Volunteer Beach Profile Monitoring Program brings together experts from New Hampshire Sea Grant/UNH Cooperative Extension (UNHSG/UNHCE) and the UNH Center for Coastal and Ocean Mapping to continue to develop a program to train and mobilize volunteers to collect measurements of beach surface elevations along New Hampshire's Atlantic coast. Quantifying changes in beach contours over time will provide an increased understanding of responses to storms as well as seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision-makers with important information on coastal processes to help them guide beach management. In addition, beach profiles will provide critical data to inform storm surge forecasting models currently being developed by the National Weather Service.

In 2017, the New Hampshire Geological Survey (NHGS) completed a geomorphic change analysis of New Hampshire's ocean beaches using Light Detection and Ranging (LiDAR) surveys from four to six time steps between 2000 and 2014 in order to assess the needs of beach nourishment projects. This analysis indicates that the majority of New Hampshire's ocean beaches experienced erosion during the time

period captured by the LiDAR surveys. Because significant changes to beach geomorphology can occur at time scales that are much shorter (e.g., days, weeks, months) than those used in the NHGS analysis, more frequent topographic monitoring of New Hampshire's ocean beaches is needed to better understand shoreline change over time.

Total project costs are budgeted at \$52,000. NHDES will provide \$32,000 of the project costs through a federal grant. UNH will provide \$20,000 in matching funds. A budget breakdown is provided in the Cooperative Agreement. In the event that federal funds become no longer available, general funds will not be requested to support the project.

This 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.

A handwritten signature in black ink, appearing to read "Robert R. Scott", is written over a horizontal line.

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 approve this Project Agreement ("Effective Date") and shall end on **6/30/26**. 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: **New Hampshire Volunteer Beach Profile Monitoring Program**

- 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: Christian Williams
 Address: New Hampshire Coastal Program
 Department of Environmental Services
 222 International Drive, Suite 175
 Portsmouth, NH 03801
 Phone: 559-0025

Campus Project Administrator

Name: Gretchen Swain
 Address: University of New Hampshire
 Sponsored Programs Administration
 Service Building/51 College Road
 Durham, NH 03824
 Phone: 862-4865

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Steven Couture
 Address: New Hampshire Coastal Program
 Department of Environmental Services
 222 International Drive, Suite 175
 Portsmouth, NH 03801
 Phone: 559-0027

Campus Project Director

Name: Alyson Eberhardt
 Address: University of New Hampshire
 Cooperative Extension/NH Sea Grant
 122 Mast Road
 Lee, NH 03861
 Phone: 862-6709

F. Total State funds in the amount of **\$32,000** 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 38.4% of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from a Grant/Contract/Cooperative Agreement from the **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: 2025.05.07 14:12:59 -04'00'

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

Name: Keely Lovato

Title: Assistant Attorney General

Signature and Date: 10/17/2025

Keely Lovato

**By An Authorized Official of:
Department of Environmental Services**

Name: Robert R. Scott

Title: Commissioner

Signature and Date: Robert R. Scott 10/15/25

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

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: New Hampshire Volunteer Beach Profile Monitoring Program

B. Project Period: July 1, 2025 through June 30, 2026

D. Objectives:

New Hampshire's ocean beaches are a vital natural resource for the state, providing important recreational, economic and ecological benefits. Due to the influences of natural process (e.g., waves, tides, flooding) and anthropogenic effects (e.g., engineering structures), beaches are highly dynamic systems.

The New Hampshire Volunteer Beach Profile Monitoring Program (VBPMP) brings together faculty and staff from the University of New Hampshire (UNH) Sea Grant Extension program, the UNH Center for Coastal and Ocean Mapping, and the NH Geological Survey (NHGS) to continue a program to train and mobilize volunteers to collect measurements of beach surface elevations along NH's Atlantic coast. Quantifying changes in beach topography over time increases our understanding of how NH beaches respond to storms and seasonal and long-term trends of erosion and accretion. Results will provide municipal and state decision makers with important information on coastal processes for guiding beach management.

The goal of the proposed project is to continue data collection and dissemination to connect municipal, state, and federal decision makers to guide beach management and increase the resilience of the NH coast. To achieve this goal, project objectives include the following.

D. Scope of Work:

- 1. Continue outreach efforts.** Continue engagement and data sharing to end users of the data, such as beach profiling volunteers, NH Dredge Management Task Force members, beach managers (e.g., NH State Parks, coastal municipal staff and board members), NH Fish and Game, coastal landowners, legislators, or others.
- 2. Maintain VBPMP Webpage.** Maintain and update as necessary the VBPMP page on the New Hampshire Sea Grant web site, which includes information to support existing volunteers, recruit new volunteers, and provide data sources to stakeholders.
- 3. Assist New Hampshire Geological Survey (NHGS).** Continue to provide input and assist the NHGS with data retrieval, uploading, processing, and archiving to support NHGS' launch and ongoing maintenance of an interactive website.
- 4. Volunteer engagement.** Maintain communication with volunteers (e.g., scheduling data collection dates and times, troubleshooting issues and concerns among volunteers, sharing information), field support, and volunteer recruitment and training (as needed). Provide continuing education opportunities to volunteers.
- 5. Maintain Equipment and Field Stations.** Maintain and adjust profile stations as needed (e.g., replacing station markers, releveling as necessary). Perform periodic maintenance and repair of profiling equipment as necessary. Evaluate the network and the potential for adding or removing stations, as well as altering the frequency of running the profiles.
- 6. Data Analysis and Synthesis.** Process and analyze profile data. Update data reports as needed.

- E. Deliverables Schedule:** Reports: Campus Project Director shall provide one (1) semi-annual progress reports and one (1) final report that summarizes the project activities. The semi-annual report will cover the period of the project start date (July 1, 2025) through December 31, 2025 and will be due January 12, 2026. The final report shall include a final budget summary and shall be due by June 30, 2026.
- F. Budget and Invoicing Instructions:** Campus shall submit invoices to State on standard Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices shall be based on actual project expenses incurred during the invoicing period and shall show current and cumulative expenses by major budget categories as shown below. Upon receipt and approval by the State Project Director of the invoices, State shall issue payment to Campus based on the costs documented by Campus. State shall pay Campus within 30 days of receipt of each invoice. Campus shall 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	\$20,265	-	\$20,265
2. Fringe Benefits	\$ 4,832	-	\$ 4,832
3. Travel	\$ -	-	\$ -
4. Supplies and Services	\$ 300	-	\$ 300
5. Sub-Contractual	\$ -	-	\$ -
5. Other (volunteer services)	\$ -	\$20,000	\$20,000
6. Indirect (Facilities and Admin.)	\$ 6,603	-	\$ 6,603
Subtotals:	\$32,000	\$20,000	\$52,000

Total Project Costs: \$52,000

- 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).**