



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

November 10, 2025



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DEC 03 2025

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

REQUESTED ACTION

Authorize the Department of Environmental Services (NHDES) to amend a **SOLE SOURCE** Cooperative Project Agreement (PO# 1104279) with the University of New Hampshire – Office of Sponsored Programs (UNH) (VC #315187-B083), Durham, NH, for “NH Listens” to support the 2024 Coastal Resilience Grantees with coaching and training by extending the project completion date to June 30, 2026 from December 31, 2025, effective upon Governor and Council approval. The original agreement was approved by Governor and Council on December 18, 2024, Item #88. This is a no-cost time extension.

EXPLANATION

NHDES requests approval to amend a **SOLE SOURCE** Cooperative Project Agreement with UNH-NH Listens to complete the Meaningful Engagement Support for the Coastal Resilience Grantees 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 through supporting conversations about complex issues, and community-led decision making. A core element of the Coastal Resilience Grants (CRG) program is supporting projects that build capacity, advance planning and develop designs to increase coastal hazard resilience in one or more of New Hampshire’s Coastal Zone communities. Oftentimes, this includes community engagement as a primary component of the project. To date, \$5,059 has been spent of the original \$14,114 amount.

The training has been well-received, and several requests by the communities have been made to extend the coaching with NH Listens to the duration of the CRG projects. The NH Listens contract is currently set to expire in December, six months before the four 2024 CRG projects are set to expire in June 2026. The six-month time extension will allow NH Listens to deliver one-on-one coaching sessions, complete the training, and disperse resources for the full extent of the CRG projects, and help build sustained capacity to address future community issues.

In the event federal funds become no longer available, general funds will not be requested to support this program. This amendment 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

AMENDMENT #1 to
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

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on **December 18, 2024, Item #88**, for the Project titled “**NH Listens Technical Assistance**,” Campus Project Director, **Michele Holt-Shannon**, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other:

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of _____ with _____ and/or USNH campus from _____ to _____. Article A is revised to replace the title “UNH Cooperative Extension and NH Sea Grant Technical Assistance” with “NH Listens Technical Assistance”.
- Article B. is revised to replace the Project End Date of **12/31/2025** with the revised Project End Date of **6/30/2026**, and Exhibit A, article B is revised to replace the Project Period of **Upon Governor & Council approval – December 31, 2025** with **December 18, 2024 – June 30, 2026**.
- Article C. is amended to add Exhibit A by including the proposal titled, “_____,” dated _____.
- Article D. is amended to change the State Project Administrator to _____ and/or the Campus Project Administrator to _____.
- Article E. is amended to change the State Project Director to _____ and/or the Campus Project Director to _____.
- Article F. is amended to increase funds in the amount of **\$0** and will read: See amendments to Exhibit A below.
- Article F. is amended to change the cost share requirement and will read:
Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:
- Article G. is exercised to amend 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, as follows:

Article _____ is amended in its entirety to read as follows:

Article is amended in its entirety to read as follows:

- Article H. is amended such that:
 - 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.
- Exhibit A is amended as attached and noted with italics not bold (addition) and strikethrough (deletion).
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

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

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #1** to the Cooperative 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: 2025.09.15 16:19:00 -04'00'

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

Name: Robert R. Scott

Title: Commissioner

Signature and Date: Robert R. Scott 10/30/25

**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 11/5/25

**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~~ *NH Listens Technical Assistance*

B. Project Period: ~~Upon Governor & Council approval December 18, 2024 through December 31, 2025~~ *June 30, 2026*

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~~ *September 2025 – April 2026*

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~~ *March 2026*

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~~ *May 2026*

E. Deliverables Schedule: Reports: NH Listens shall provide ~~one (1)~~ *two* semi-annual progress reports and one (1) final report that summarizes the project activities. The *first* 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 second will cover the period of July 1, 2025 to December 31, 2025 and will be due January 15, 2026.* 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~~ *June 30, 2026.*

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~~ 45 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
Total Project Costs:	\$14,114		

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.