



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

80- 7/29/26



June 22, 2026

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

REQUESTED ACTION

Authorize the New Hampshire Department of Environmental Services (NHDES) to enter into a **SOLE SOURCE** agreement with the University of New Hampshire, Sponsored Programs Administration (VC #315187-B083), Durham, NH, in the amount of \$92,000 to finalize and publish the 2025-2026 NH Coastal Flood Risk Summary and support the Flood Ready Neighborhoods program, effective upon Governor and Council approval through June 30, 2027. 100% Federal funds.

Funding is available in the following account:

03-44-44-442010-3642-072-500573
Dept. Environmental Services, Coastal Zone Management, Grants—Federal

FY2027
\$92,000

EXPLANATION

NHDES is requesting approval of a **SOLE SOURCE** agreement with New Hampshire Sea Grant and University of New Hampshire Cooperative Extension (NHSG/UNHCE) to finalize and publish the 2025-2026 NH Coastal Flood Risk Summary (NHCFRS) and manage and support the Flood Ready Neighborhoods (FRN) program. This agreement is **SOLE SOURCE** because NHSG/UNHCE has been the leading partner on the 2025-2026 NHCFRS update and hosts the FRN program together with NHDES. NHSG/UNHCE was part of the collaborative team that created and submitted this specific project proposal to the National Oceanic and Atmospheric Administration (NOAA).

NHSG/UNHCE successfully led outreach and technical assistance to coastal municipalities, professional consultants, and residents related to the 2020 NH Coastal Flood Risk Guidance. The scientific research partners at UNH have conducted extensive research and possess unique expertise related to coastal flood risks and sea-level rise induced groundwater rise relevant to New Hampshire. The 2025-2026 update to the NHCFRS, in accordance with the requirements of RSA 483-B:22 requires NHDES to convene an Advisory Group to supervise updates to the 2014 Coastal Risk and Hazard Commission Science and Technical Advisory Panel report, Sea-Level Rise, Storm Surges, and Extreme Precipitation in Coastal New Hampshire, Analysis of Past and Projected Trends, at least every five years.

NHSG/UNHCE led the effort to update, externally review, and publish the 2025 NHCFRS, Part I: Science, and this agreement will support completion of the 2025 NHCFRS, Part II: Guidance for Using Best Available Science and associated materials. Additionally, the target audiences in the 17 NH Coastal Zone

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council

Page 2 of 2

communities will be engaged and trained to enable application of the NHCFRS for the purposes of keeping our coastal communities, residents, and economies safe from flood events.

Total project costs are budgeted at \$92,000. A budget breakdown is provided in the Cooperative Project Agreement. In the event that the federal funds become no longer available, general funds will not be requested to support this program.

This agreement has been approved by the Office of the Attorney General as to form, execution and substance.

We respectfully request your approval of this item.


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 **6/30/27**. 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: Coastal Flood Risk Guidance and Flood Ready Neighborhood 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: Steven Couture

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

Phone: 603-271-8801

Campus Project Administrator

Name: Gretchen Swain

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

Phone: N/A

- 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

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

Phone: 603-559-0020

Campus Project Director

Name: Alyson Eberhardt

Address: University of New Hampshire
Cooperative Extension
New England Center
15 Strafford Avenue
Durham, NH 03824

Phone: 603-862-6709

- F. Total State funds in the amount of **\$92,000** 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 **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 FFY2025 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: 2026.04.09 07:42:41
+0400

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

Name: *Melissa Fyles*

Title: *Assistant Attorney General*

Signature and Date:

Melissa Fyles *7/1/26*

By An Authorized Official of:

Department of Environmental Services

Name: Robert R. Scott

Title: Commissioner

Signature and Date:

Robert R. Scott *6/23/26*

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

Name:

Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** Coastal Flood Risk Guidance and Flood Ready Neighborhood Program
- B. Project Period:** Upon Governor & Council Approval, through June 30, 2027
- C. Objectives:** This task will support New Hampshire Sea Grant and University of New Hampshire Cooperative Extension (NHSG/UNHCE) to advance two critical coastal resilience projects in partnership with the NH Coastal Program: 1) publish and conduct engagement on the 2025-2026 NH Coastal Flood Risk Summary and 2) manage and advance key priorities of the Flood Ready Neighborhoods Program.
- D. Scope of Work:** UNH Cooperative Extension/NH Sea Grant (UNHCE/NHSG) will complete the following activities:

1) 2025-2026 NH Coastal Flood Risk Summary

Estimated budget: \$20,000

- 1.1 Finalize and publish the 2025-2026 NH Coastal Flood Risk Summary:** Funds will support NHSG/UNHCE staff time (Lisa Wise) to collaborate with NHCP staff Kirsten Howard as they finalize and publish the 2025-2026 NH Coastal Flood Risk Summary. Funds will also support development of a web-based Guidance platform that facilitates user engagement with the Guidance and links to key spatial datasets on the NH Coastal Viewer.
- 1.2 Finalize and Implement Engagement Plan:** Wise will work with Howard and the Rockingham Planning Commission and Strafford Regional Planning Commission to train and engage key community audiences, based on an engagement plan they co-develop for that purpose. Funds will support Wise staff time and supplies for engagement events. Team will hold at least four training and/or other engagement events with municipalities and/or other interested parties. Team will record and post one webinar. Team will solicit interest and identify at least three Guidance application opportunities with local boards, commissions, or other decision-making bodies.

2) Flood Ready Neighborhoods Program (FRN)

Estimated budget: \$72,000

- 2.1 Manage the Flood Ready Neighborhoods Program:** Funds will support NHSG/UNHCE staff time (Eberhardt, Wise) to manage the Flood Ready Neighborhoods Program, including holding regular program management meetings with NHCP staff (Kirsten Howard) and bi-weekly Neighborhood Support Staff meetings.
- 2.2 Support neighborhood resilience building activities.** Funds will support NHSG/UNHCE/PREP staff time (Eberhardt, Wise, Ballou, Lyon, Cox) to facilitate FRN neighborhood engagement and activities as Neighborhood Support Staff. Funds will also directly support FRN neighborhoods with supplies and consultant capacity that support priority programming, engagement, and co-developed resilience activities. Neighborhood support activities will be determined by the neighborhood residents themselves and may include, among other things, activities such as developing flood elevation certificates for coastal residents to support risk reduction activities or the development of a support group structure for coastal residents experiencing flooding.
- 2.2.1 Hampton Climate Courage Collective.** NHSG/UNHCE staff will contract with a TBD consultant to support Town of Hampton staff to create a framework and pilot a facilitated space for connection and conversation about the personal and community impacts of sea level rise among Town of

Hampton residents. NHSG/UNHCE staff will support the Hampton team to release the RFP and pay consultant invoices.

2.3 Development of a practical evaluation plan. Funds will support NHSG staff time (Williams) to develop a streamlined evaluation plan designed for long-term use. The plan will focus on simple, repeatable processes that can be implemented and adapted as FRN program resources fluctuate.

- **Deliverables:**

- Reports: Required interim (1) and final (1) reports will be submitted by December 2026 and June 2027, respectively.
- An updated, published NH Coastal Flood Risk Summary Guidance report and associated materials, including designed PDF, web-based version of content, translated executive summary, and video with translated captions.
- Target audiences in 17 NH Coastal Zone Communities engaged and trained to enable use of the NH Coastal Flood Risk Summary Guidance.
- At least 3 Flood Ready Neighborhood communities are supported to plan or implement resilience building actions
- Framework and pilot for Hampton Climate Courage Collective.
- An evaluation plan is developed for the Flood Ready Neighborhoods program that is streamlined and adaptable for long-term use.

E. Deliverables Schedule: Reports: Campus Project Director 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 December 31, 2026 and will be due on January 13, 2027. The final report will summarize activities throughout the entire project period and include UNHCE and NHSG responses to a NHCP Technical Assistance Program Review intended to provide feedback about how this grant funding supports the objectives of this grant. The final report will be due on June 30, 2027.

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, and shall document cumulative cost sharing through the end of the invoicing period. 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	\$21,547	\$0	\$21,547
2. Fringe Benefits	\$10,300	\$0	\$10,300
3. Travel	\$0	\$0	\$0
4. Supplies and Services	\$41,169	\$0	\$41,169
5. Other	\$0	\$0	\$0
6. Facilities and Admin.	\$18,984	\$0	\$18,984
Subtotals:	\$92,000	\$0	\$92,000

Fringe is calculated at the current UNH rate of 47.8%. Indirect cost uses the UNH off-campus rate of 26%.

Total Project Costs: \$92,000

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).**