



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



July 28, 2026

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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 **RETROACTIVELY** amend a **SOLE SOURCE** Cooperative Project Agreement (PO# 1109236) with the University of New Hampshire – Office of Sponsored Programs (UNH) (VC #315187-B083), Durham, NH, for the “UNH Cooperative Extension/NH Sea Grant” to provide planning and outreach technical assistance to coastal communities, by extending the project completion date to December 31, 2026 from June 30, 2026, effective retroactively from July 1, 2026 through December 31, 2026, upon Governor and Council approval. The original agreement was approved by Governor and Council on October 1, 2025, Item #42. This is a no-cost time extension.

EXPLANATION

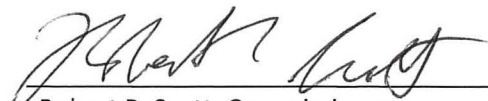
NHDES requests approval to **RETROACTIVELY** amend a **SOLE SOURCE** Cooperative Project Agreement with UNH Cooperative Extension/NH Sea Grant (UNHCE/NHSG) to provide planning and outreach technical assistance to coastal communities. This agreement is **SOLE SOURCE** because the University of New Hampshire – Office of Sponsored Research (UNH) is the only entity that provides technical planning assistance to coastal zone and coastal watershed municipalities on a partnership basis. This agreement is **RETROACTIVE** because an unexpected delay in federal funding for next year’s round was announced in late May, after the new contract was already underway for the next annual technical assistance grant. That funding will not be available until November of this year. This amendment will allow UNHCE/NHSG to continue the services provided under the Coastal Technical Assistance program until next year’s funding is available.

The New Hampshire Coastal Program (NHCP) annual program budget includes local technical planning assistance funds for UNHCE/NHSG. The NHCP Technical Assistance contracts have been part of the overall NOAA approved program and annual work plans for more than twenty years. NHCP staff meet annually with the directors and staff of the technical assistance grantees to develop program priorities and annual work programs for inclusion in the annual NHCP budget. All the organizations that participate in this program provide professional planning assistance and services to municipal planning boards and staff in the communities they serve.

To date, \$8,700.59 has been disbursed of the original \$15,000 amount. 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 substance.

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 **October 1, 2025, Item #42**, for the Project titled “**Coastal Technical Assistance**,” Campus Project Director, **Gracie Ballou**, 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: Change Campus Project Director

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 **6/30/2026** with the revised Project End Date of **12/31/2026**, and Exhibit A, article B is revised to replace the Project Period of **July 1, 2025 or upon Governor & Council Approval (whichever is later) – June 30, 2026** with **October 1, 2025 – December 31, 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 **Gracie Ballou**.
- 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: Gretchen Swain

Title: Pre-Award Compliance, Grant and Contract
Administrator II

Signature and Date: Gretchen Swain

Digitally signed by Gretchen Swain
Date: 2026.06.23 11:24:47 -04'00'

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

Name: Melissa Fales

Title: Assistant Attorney General

Signature and Date: [Signature] 7/30/26

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

Name: Robert R. Scott

Title: Commissioner

Signature and Date: [Signature] 7/29/26

**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:** ~~July 1, 2025 or upon Governor & Council Approval (whichever is later)~~ *October 1, 2025 through June 30, 2026 December 31, 2026*
- C. **Objectives:** The goal of this task is to provide education, outreach, and technical assistance to support coastal resilience planning in New Hampshire's coastal zone and coastal watershed.
- D. **Scope of Work:** UNH Cooperative Extension /NH Sea Grant (UNHCE/NHSG) will complete the following activities:

Activity 1: Collaborate with the NH Coastal Adaptation Workgroup (CAW)

During this project period, UNHCE/NHSG staff will:

- Continue to support CAW activities. This includes attending the bimonthly Full CAW meetings, monthly CAW Outreach subcommittee meetings, and bimonthly CAW Talks meetings. UNHCE/NHSG staff will continue to provide leadership to the CAW Outreach Subcommittee and will serve on other CAW subcommittees/planning teams, such as for the Rising Tides Initiative and the Maine-New Hampshire networks exchange, as needed.
- Support the planning and implementation of any CAW workshops/events to help communities build resilience and learn about flood preparedness resources and strategies. Coordinate publicity and workshop materials as needed and document metrics, such as number of events and participants, participant demographics (where available), and evaluation summaries.
- Develop and coordinate content for the CAW e-newsletter, published three times per year, with updates about coastal resilience projects in NH's coastal watershed, upcoming events, relevant news, and resources for communities. Send out special releases to publicize events and new information as needed. Summarize newsletter metrics in final report.
- Serve as the lead coordinator for maintaining the CAW Projects and Outcomes database and producing reports as requested.
- Work with NHCP staff to co-manage the CAW website (updating and adding information), integrate the e-newsletter with the website, and assist with CAW social media content.
- Attend up to two relevant professional development events, such as the Maine-New Hampshire annual professional development opportunity, etc.

Estimated budget: \$8,923

Estimated timeframe: July 2025 – ~~June 2026~~ *December 2026*

Activity 2: Implement coastal resilience engagement programs in NH's coastal zone municipalities

UNHCE/NHSG staff will support engagement programs focused on coastal resilience in at least three coastal zone municipalities, including the Flood Ready Neighborhoods Project (FRN), professional development opportunities for teachers, and Field Science Discovery program with 5th graders at Seabrook Middle School. Flood Ready Neighborhoods activities will support Wise's ongoing role as Neighborhood Support Staff in two neighborhoods. Ballou will lead a teacher workshop in Fall 2025 *and 2026* and engage with the UNH Marine Docents to offer environment-focused classroom programs. The Field Science Discovery program is a new program that involves delivering field-based education with the goal of data collection and ecosystem connection. Students rotate through different education stations, gaining hands-on research skills while connecting to their local salt marsh. Project staff will commit to a more detailed scope of work with NHCP by September 15, 2025. UNHCE/NHSG staff will work with NHCP and other CAW partners to lay groundwork and conduct preliminary planning for projects that may start during the following project period (~~July 2026 to June 2027~~ *January 2027 to December 2027*).

Estimated budget: \$20,185

Estimated timeframe: July 2025 – ~~June 2026~~ December 2026

Activity 3: Develop and share an educational/outreach product

UNHCE/NHSG staff will publish at least one blog post, news article, social media post, etc. to share about outreach activities described in Activity 2.

Estimated budget: \$892

Estimated timeframe: ~~June 2026~~ December 2026

Materials developed for Activities 1-3 will include the NOAA, NHCP and DES logos. All press releases and articles 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 NH Department of Environmental Services Coastal Program."

Deliverables:

- Three CAW e-newsletters (published in September/October 2025, January/February 2026, and April/May 2026) with specific articles written by project staff (June 2026)
- Publicity materials and participation/evaluation summaries of any CAW workshops, if applicable (~~June 2026~~ December 2026)
- Outreach materials developed or updated in support of Activity 2, and participation/evaluation summaries of the community engagement program(s) (~~June 2026~~ December 2026)
- Educational or outreach product summarizing Activity 2 efforts (~~June 2026~~ December 2026)

E. Deliverables Schedule: Reports: Campus Project Director shall provide ~~one (1)~~ *two* semi-annual progress report and one (1) final report that summarizes the project activities. The semi-annual reports will cover the period of the project start date through December 31, 2025 and will be due on January 13, 2026, *and the second interim report will cover January 1, 2026 to June 30, 2026 and will be due July 15, 2026.* 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, 2026~~ December 31, 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 ~~75~~ 60 days after the Project Period end date.

Original budget:

Budget Items	Original Funding	New Funding	Cost Sharing	Total
1. Salaries & Wages	\$8,189	\$0	\$8,485	\$16,674
2. Fringe Benefits	\$3,300	\$0	\$3,420	\$6,720
3. Travel	\$200	\$0	\$0	\$200
4. Supplies and Services	\$216	\$0	\$0	\$216

5. Other (IT support)	\$0	\$0	\$0	\$0
6. Facilities and Admin.	\$3,095	\$0	\$3,095	\$6,190
Subtotals:	\$15,000	\$0	\$15,000	\$30,000

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.