

21 - 9/2/26

New Hampshire
Department of Agriculture,
Markets, and Food

Shawn N. Jasper, Commissioner



July 30, 2026

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

REQUESTED ACTION

Authorize the New Hampshire Department of Agriculture, Markets, and Food, Office of the Commissioner (DAMF), to enter into a **Sole Source** Cooperative Project Agreement with the University of New Hampshire Cooperative Extension (VC 315187-B083), Durham, NH in the amount of \$385,346 for the purpose of support, design and implementation of the New Hampshire Farm Recovery and Support Grant, effective upon Governor and Council approval through September 30, 2028. 100% Federal Funds.

Funds are available as follows:

02-18-18-180010-XXXX0000, Farm Recovery Support Grant

102- 500731	Contracts for Program Services	<u>FY 2027</u> \$385,346
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EXPLANATION

The New Hampshire Department of Agriculture, Markets, and Food (DAMF), Office of the Commissioner, requests approval of a **Sole Source** Cooperative Agreement with UNH Cooperative Extension (UNHCE). Under the project agreement with the United States Department of Agriculture, Farm Service Agency, DAMF and UNHCE will work together to support agricultural producers impacted by farm product and infrastructure losses caused by weather-related events in 2023 or 2024. UNHCE will design and distribute surveys, develop program guidance and application procedures, and provide outreach, education, and direct assistance to producers. Additionally, UNHCE will conduct application review and verification and prepare all required reports and analyses.

This initiative must be carried out under the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire, dated November 13, 2002. That agreement establishes the administrative structure, financial processes, and federal compliance requirements governing State–University cooperative projects. No other organization is able to perform this work within the framework of the Master Agreement or meet the federal

pass-through requirements associated with this USDA Farm Service Agency block grant. UNHCE is the only entity within the state's land-grant university system with the established expertise, statewide capacity, and technical resources necessary to deliver the education, outreach, and program support integral to this project.

In the event that Federal Funds become no longer available, no additional General Funds will be requested to support this request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Shawn N. Jasper". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Shawn N. Jasper
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Agriculture, Markets, and Food**
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 Agriculture, Markets, and Food**, (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 **9/30/28**. 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: **NH Farm Recovery and Support Grant**

- 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: Shawn N. Jasper

Address: 1 Granite Place Suite 211
Concord NH 03301

Phone: 603-271-3551

Campus Project Administrator

Name: Gretchen Swain

Address: University of New Hampshire
Sponsored Programs Admin
51 College Rd.
Durham, NH 03824

Phone: 603-862-1234

- 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: Joshua Marshall

Address: 1 Granite Place Suite 211
Concord NH 03301

Phone: 603-271-3551

Campus Project Director

Name: Seth Wilner

Address: University of New Hampshire
Cooperative Extension
Durham, NH 03824

Phone: 603-862-1234

F. Total State funds in the amount of **\$385,346** 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. **FSA26GRA0012050** from **USDA Farm Service Agency** under CFDA# **10.967**. 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 Agriculture, Markets, and Food** 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: 2026.07.16 07:50:24
04100

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

Title: **Attorney**

Signature and Date:

Vasilios Manthos 8/4/26

**By An Authorized Official of:
Department of Agriculture, Markets, and
Food**

Name: Shawn Jasper

Title: Commissioner

Signature and Date:

Shawn Jasper

7/23/26

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

Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** NH Farm Recovery and Support Grant
- B. Project Period:** Upon Governor and Council Approval - 9/30/2028
- C. Objectives:** Support design and implementation of the NH Farm Recovery and Support Grant program, administered by the New Hampshire Department of Agriculture, Markets, and Food through a block grant provided by the United States Department of Agriculture, Farm Service Agency, delivering economic relief to NH farmers impacted by farm product and infrastructure losses as a result of weather-related events in 2023 or 2024. This includes support in marketing the program and working with farmers to understand the application requirements and process.
- D. Scope of Work:** UNH Extension staff will support the NH Department of Agriculture, Markets, and Food in the following ways:
Survey design and distribution
Application and guidance development
Program outreach, education, and support for NH producers
Application review and verification
Analysis and reporting
- E. Deliverables Schedule:** Six month and annual reports on project activity shall be submitted in February of 2027 & 2028 and August of 2027. A final report will be due 90 days after the end of the Project Period. Senior Personnel will meet no less frequently than bi-weekly with State Project Director to report on program progress.
- 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 75 days after the Project Period end date.

Salary:	\$163,645
Fringe Benefits:	\$73,135
Travel:	\$11,650
Consultants/Supplies:	\$57,400
Facilities & Administrative Costs:	\$79,516
Total	\$385,346

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 **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. .**