

**New Hampshire**  
Department of Agriculture,  
Markets & Food

Lorraine S. Merrill, Commissioner

October 18, 2012

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, NH 03301



**REQUESTED ACTION**

Authorize the New Hampshire Department of Agriculture, Markets & Food, Division of Plant Industry (DAMF) to enter into a sole source agreement in the amount of \$14,257, to conduct public outreach and detection campaign of Asian longhorned beetle, emerald ash borer and other invasive forest insects of interest, with the University of New Hampshire (VC #177867 B046), 51 College Road, Durham, NH 03824 for the period of Governor & Council approval through August 30, 2013. 100% Federal Funds.

Funding is available in account, Forest Pest Outreach & Survey, as follows with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified, pending FY 14 & 15 budget approval.

These Federal Funds are to be budgeted in a new account as follows:

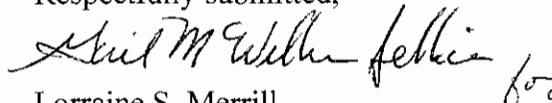
**02-18-18-184010-60440000 FOREST PEST OUTREACH & SURVEY**

<u>ACCOUNT</u>		<u>FY 2013</u>	<u>FY 2014</u>	<u>TOTAL</u>
60440000-020-500803	Current Expense	\$11,400	\$2,857	\$14,257

**EXPLANATION**

The NH Department of Agriculture, Markets & Food (DAMF), Division of Plant Industry wishes to enter into a sole source agreement with University of New Hampshire (UNH) to conduct a working relationship for the Forest Pest Outreach and Survey program. This sole source request for UNH contributes to the quality and continuity in this program. Agriculture has partnered with UNH on a continuing basis because they have provided ongoing support and services to maintain the integrity of the program, including training to professional and volunteer groups, as well as maintenance of associated websites. This program includes outreach to the public and development of survey procedures and implementation of a statewide survey. This program is funded through the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Cooperative Agriculture Pest Survey (CAPS) federal grant.

Respectfully submitted,



Lorraine S. Merrill  
Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Agriculture**

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**, (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 **8/30/13**. 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: **Asian Longhorned Beetle Public Outreach and Detection Campaign**

- 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: Chris Rallis

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Address: State of New Hampshire  
 Dept. of Agriculture, Markets & Food  
 29 Hazen Dr.  
 Concord, NH 03301

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Phone: 603-271-3691

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**Campus Project Administrator**

Name: Dianne Hall

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Address: University of New Hampshire  
 Sponsored Programs Administration  
 51 College Rd. Rm 116  
 Durham, NH 03824

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Phone: 603-862-1942

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- 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: Piera Siegert

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Address: State of New Hampshire  
 Dept. of Agriculture, Markets & Food  
 29 Hazen Dr.  
 Concord, NH 03301

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Phone: 603-271-2561

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**Campus Project Director**

Name: Karen Bennett

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Address: Extension Forestry Professor  
 UNH Cooperative Extension  
 212 Nesmith Hall  
 Durham, NH 03824

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Phone: 603-862-4861

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Campus Authorized Official KS  
 Date 10/2/12

F. Total State funds in the amount of \$14,257 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. **12-8233-0663-CA** from **United States Department of Agriculture** under CFDA# **10.025**. 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** have executed this Project Agreement.

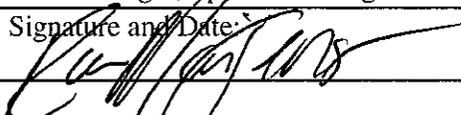
**By An Authorized Official of:**

**University of New Hampshire**

Name: Karen M. Jensen

Title: Manager, Sponsored Programs Administration

Signature and Date:

 10/12/12

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

Name:

Title: *Sen. Assist. Atty. General*

Signature and Date: *Oct 19, 2012*

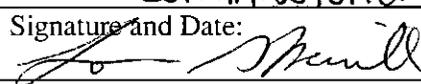
**By An Authorized Official of:**

**Department of Agriculture**

Name: *Lorraine S. Merrill*

Title: *Commissioner*

Signature and Date:

 10-17-12

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

Name:

Title:

Signature and Date:

## EXHIBIT A

- A. Project Title:** Asian Longhorned Beetle Public Outreach and Detection Campaign
- B. Project Period:** September 1, 2012 through August 30, 2013
- C. Objectives:** University of New Hampshire Cooperative Extension (UNHCE) will collaborate with the New Hampshire Department of Agriculture Markets and Food (NHDAMF), the Forest Pest Outreach and Survey Project (FPOSP) Coordinator, and other partners to assist in the coordinated FPOSP outreach and education campaign with the goal of public education and pest detection by an informed public and a trained network of professionals and volunteers.
- D. Scope of Work:** Continuing programs:
- Implement workshops, seminars and training programs that target local communities, environmental organizations, growers, the tree care industry, utility companies, educators, field workers, master gardeners, conservation commissions, people who work in and around warehouse and storage facilities, nursery and garden centers, sawmills and other vulnerable point of pest introduction. These programs will focus on at-risk commodities and activities, detection and reporting of forest pests and diseases.
  - Assist with statewide public information and education efforts to targeted groups including: Master Gardeners, Coverts Volunteers, Natural Resource Stewards, licensed foresters, professional loggers, people who work in and around warehouse and storage facilities, nursery and garden centers, saw mills and other vulnerable points of pest introduction. Targeted information will be delivered to these groups in the form of e-news, use of social media like facebook and twitter, direct mailings, and presentations by university, state and federal employees at industry and cooperator meetings. UNHCE will continue to use its established networks to update and educate these targeted groups on the current status, detection, and threats posed by these invasive forest pests.
  - Update and improve the [www.albnh.org](http://www.albnh.org) website as new information regarding Asian longhorned beetle (ALB) and emerald ash borer (EAB) becomes available. Continue to integrate the volunteer email alert system so that changes made to the website regarding new information are immediately sent to the volunteers in order to keep them engaged. During key weeks, such as Awareness Weeks and during the projected adult flight periods, emails will be sent to this list to remind volunteers of the signs and symptoms associated with ALB and EAB and to encourage them to survey for these pests.
  - Further develop electronic lists of citizen volunteers and workshop participants for contact purposes for present and future pest detection communications and requests for assistance. Participants on the list will be contacted periodically to: remind them of the signs and symptoms associated with ALB and EAB, encourage them to select a site to survey and report results to the NH FPOSP project coordinator, to engage their communities in discussions about invasive forest pests, and to encourage their participation in outreach events.
  - Distribute informational materials at public events during the year, and assist in publicizing NH FPOSP events, including educational meetings and pest surveys using the UNHCE website, the ALB website, county flyers, and mass and social media.
  - Assist with beetle identification through the UNH Arthropod Identification program. Suspected ALB and EAB specimens will be sent to the NHDAMF for further verification.

## New Programs:

- The NH FPOSP Project Coordinator and UNHCE will work together to build on the volunteer education programs. The coordinator and UNHCE will develop new outreach tools, such as scripted slide shows, which will be available to volunteer trainers (Coverts, Master Gardeners, and Natural Resource Volunteers) for their forest pest detection outreach efforts with the public. Scripted slide shows will also be narrated and available on-line at [www.albnh.org](http://www.albnh.org)
- An Awareness Week that coincides with the national EAB Awareness Week, traditionally the week before Memorial Day, will be established. PSA's and events will be ongoing during this week.

## Data to be collected and maintained:

- For volunteer education sessions collected data will include the dates, locations, organizations (if applicable) and the number of people trained.
- For education sessions lead by trained volunteers, data will include the dates, locations, organizations (if applicable) and the number of people participating
- A list of outreach activities, who staffed or otherwise ran the event (i.e., cooperator staff, trained volunteers, contracted staff, etc) and realistic number of targeted audience participants will be maintained through the duration of activities.
- An electronic list of citizen volunteers will be developed and used by the cooperator to communicate now and in the future on forest pests.

## Milestones:

### November 1, 2012

- Tabletop displays reviewed and updated
- Coverts Volunteers general training completed
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

### January 1, 2013

- Powerpoint developed and field tested and posted to the web. Training delivered for volunteers
- Master Gardeners and Natural Resources Volunteers general training completed
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

### April 1, 2013

- Volunteer presentations begin including evaluation
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

### July 1, 2013

- Volunteer presentations continue including evaluation
- Update website
- E-news (through website alert registration system and workshop participants), facebook and twitter, direct mailings, and presentations at industry and cooperator meetings
- Insect identification as needed

Evaluation:

Metrics collected & evaluation of programs:

- For each outreach event conducted: the group, number of attendees, location, and topics covered will be reported. Email addresses or other preferred contact information will be collected from attendees during the registration process. UNH CE will develop a survey, either traditional or using electronic survey development and management tools like [www.surveymonkey.com](http://www.surveymonkey.com), to assess some of the event's efficacy. Survey results will be used to evaluate attendee engagement with the presentation, likelihood of future participation in events, comprehension of presented material, and an assessment of the presenter.
- Use of the scripted PowerPoint presentation in this pilot year will be analyzed to determine if this is a cost-effective way to reach a greater audience. Presenters who use the PowerPoint as part of their outreach efforts will be asked to record the group, number of attendees, and geographic location for each presentation. The number of viewings of the PowerPoint on the website will be recorded either through a hit box or use of on-line usage statistics.
- A log will be maintained of the requests for identifications of suspect ALB/EAB specimens. Submitters will be encouraged to register to receive e-mail alerts through the voluntary email alert registration system associated with the [www.albnh.org](http://www.albnh.org) website.

**E. Deliverables Schedule:** UNHCE Project Director shall submit a final narrative report no more than 30 days after the end of the project.

**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. 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 (if required)	Total
1. Salaries & Wages	7,671	0	7,671
2. Employee Fringe Benefits	3,644	0	3,644
3. Travel	0	0	0
4. Supplies and Services	0	0	0
5. Equipment	0	0	0
6. Facilities & Admin Costs	2,942	0	2,942
Subtotals	14,257	0	14,257
Total Project Costs:		14,257	

## 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 .