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

October 8, 2012

Lorraine S. Merrill, Commissioner

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

Dear Governor Lynch and Honorable Council:

REQUESTED ACTION

Authorize the New Hampshire Department of Agriculture, Markets & Food, Division of Agricultural Development to enter into an agreement with Plymouth State University, 17 High St., MSC #6, Plymouth, NH 03264 (Vendor Code: 98608) for the period from Governor and Council approval to June 30, 2014 in the amount of \$21,239 to conduct a study of the regional meat processing industry. 100% Other Funds – Risk Management Program.

Funding is available in account, Risk Management/Crop Insurance, 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.

Funding is available in the Risk Management accounts as follows:

**02-18-18-185000-28220000 IT/RISK MANAGEMENT**  
**02-18-18-185000-28240000 IT-RISK MGT/CROP INSURANCE**

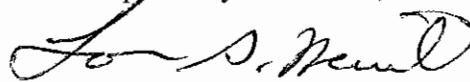
<u>ACCOUNT</u>		<u>FY 13</u>	<u>FY 14</u>	<u>TOTAL</u>
28220000-102-500731	Contract Prog Services	\$6,955	-0-	\$ 6,955
28240000-102-500731	Contract Prog Services	<u>8,045</u>	<u>\$6,239</u>	<u>14,284</u>
	TOTAL	\$15,000	\$6,239	\$21,239

EXPLANATION

The New Hampshire Department of Agriculture, Markets & Food is an important resource to others regarding the status of the state's agricultural industry, including the meat processing industry. This project will help to determine existing capacity and potential for industry expansion. Additionally, the demand for locally processed meat will be assessed

Plymouth State University submitted a proposal to conduct this project and was chosen based on an interview and examples of past experience with similar work from the school.

Respectfully Submitted,



Lorraine S. Merrill  
Commissioner

**COOPERATIVE PROJECT AGREEMENT**  
STATE OF NEW HAMPSHIRE  
and  
PLYMOUTH STATE UNIVERSITY  
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 **Plymouth State University**, (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 **June 30, 2014**. 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: Processor Assessment, Farm Survey, and Marketing Research**

- 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: Gail McWilliam Jellie

Address: NH DAMF

PO Box 2042

Concord, NH 03302-2042

Phone: 271-3788

**Campus Project Administrator**

Name: Jahnay Pickett, OSP, Program Mgr.

Address:

17 High Street, MSC #6

Plymouth NH 03264

Phone: 535-3233

- 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: Gail McWilliam Jellie

Address: NH DAMF

PO Box 2042

Concord, NH 03302-2042

Phone: 271-3788

**Campus Project Director**

Name: Benoni Amsden, Research Asst. Prof.

17 High Street, MSC #68

Plymouth NH 03264

Phone: 535-3274

F. Total State funds in the amount of \$21,239.00 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 33% of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant (N/A) from the (N/A). 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

If amended by mutual agreement of the parties, 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 are hereby amended to read:

H. State has chosen to **take** possession of equipment purchased under this Project Agreement.

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, **NHDAMF, Department of Agriculture, Markets and Food**, have executed this Project Agreement.

**By An Authorized Official of:** NH Dept. of Agriculture, Markets & Food

Name: Lorraine Merrill

Title: Commissioner

Signature and Date:

*Lorraine Merrill* 7-26-12

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

Name:

*Rosemary Wiant*

Title:

*Assistant Attorney General*

Signature and Date:

*Rosemary Wiant* 10-16-12

**By An Authorized Official of:** Plymouth State University

Name: Stephen J. Taksar

Title:

V. P. Finance and Administration.

Signature and Date:

*Stephen J. Taksar* 7/16/12

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

Name:

Title:

Signature and Date:

**EXHIBIT A**

**WORK PROGRAM**

**Dr. Ben Amsden, Director, Center for Rural Partnerships, PI. Two-page document attached separately.**

**EXHIBIT B**

All applicable requirements, regulations, provisions terms and conditions of the referenced Federal Grant are adopted in full force and effect by the State and Campus, except that Campus shall comply with 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 shall be taken to mean Campus; references to the Government or Federal Awarding Agency shall be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

**EXHIBIT C**

Campus will submit invoices to State 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 30 days after the Project Period end date.



**EXHIBIT A**

**Revised Budget Scenario and Workplan for the  
Regional Processor/Farmer Assessment**

**Prepared for  
New Hampshire Department of Agriculture, Markets, and Food  
Division of Agricultural Development  
2 May 2012**

**Revised Option: Processor Assessment, Farm Survey, and Marketing Research**

**Project Value: \$28,273**  
**PSU match: (\$7,034)**  
**Final Budget: \$21,239**

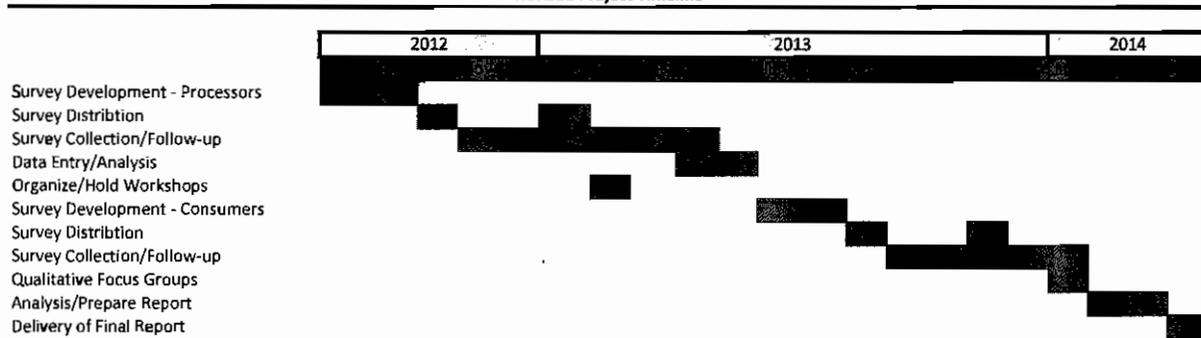
This research will include 1) a study of the registered custom processors and meat-producing commercial farmers in NH, VT, ME, and MA; and 2) a comprehensive marketing assessment of the demand for locally processed meat throughout the same region. The Center for Rural Partnerships at Plymouth State University will complete the following:

- a) Develop and conduct a self-administered survey of registered custom processors, from a list provided by the NH Departments of Agriculture, Markets, and Food (Division of Agricultural Development). The survey will be administered via mail and internet in a manner consistent with industry-accepted methodologies.
- b) Develop and conduct a concurrent self-administered survey of meat-producing commercial farmers, from lists provided by NH DoAM&F, NH Farm Bureau, and others. This survey will also be administered via mail and internet in a manner consistent with industry-accepted methodologies.
- c) Organize and facilitate two stakeholder workshops (processors and farmers mixed) at which up to 20 processors and 20 farmers and other relevant stakeholders will be invited to discuss the findings from the research and capacity enhancements including the possible state inspection program. The workshops will take place in a location central to the participating processors and farmers.
- d) Conduct a self-administered survey of relevant stakeholders including local food vendors, supermarket managers, consumers, restaurateurs, and others.

- e) Organize and facilitate two focus groups at which up to 20 stakeholders from the groups above will be invited to discuss and elaborate upon the findings of the research.
- f) Prepare a final report for delivery to NH Departments of Agriculture, Markets, and Food, Division of Agricultural Development. The report will be in a format mutually agreed upon by the CFRP and NH DoAM&F.

Key personnel will include Micah Hall, a second-year Master's Student in PSU's Environmental Science and Policy Program. He will be supervised by Dr. Ben Amsden, Director of the Center for Rural Partnerships. Other undergraduates may participate in the project as determined by Dr. Amsden and will be funded through the Center for Rural Partnerships.

**Revised Project Timeline**



**Revised Project Budget**

	<u>Requested</u>	<u>Match</u>	
<b>Salaries/Labor</b>	\$1,080	\$3,250	Dr. Amsden Project supervision
<b>Graduate Stipend</b>	\$12,500		
<b>Tuition</b>	\$3,132		
<b>Fringe</b>	\$488	\$1,413	
<b>Travel</b>	\$1,500		DoA/workshops/interviews/focus groups/conference
<b>Equipment Use</b>			
<b>Supplies</b>		\$600	Survey Monkey, workshop supplies
<b>Materials</b>	\$963		350 surveys @ \$2.75 each (printing, sorting, postage)
<b>Other</b>		\$1,250	Facility rental for workshops/focus groups
<b>Subtotal</b>	\$19,663	\$6,513	
<b>Indirect Costs</b>	\$1,576	\$521	
<b>Total</b>	<b>\$21,239</b>	<b>\$7,034</b>	