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September 28, 2023

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire

**REQUESTED ACTION**

Authorize the Department of Business and Economic Affairs to enter into a **RETROACTIVE, SOLE SOURCE** Cooperative Project Agreement with the University of New Hampshire, Small Business Development Center (SBDC) (VC #177867 (B012)) in the amount of \$1,000,000 for continued support of a statewide Small Business Development Center (NH SBDC) program, effective upon Governor and Council approval for the period July 1, 2023 through June 30, 2025. 100% General Funds

Funds are available in account Small Business Development Ctr for Fiscal Years 2024 and 2025 with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	<u>FY 2024</u>	<u>FY 2025</u>
03-22-22-220510-14560000-102-500731 Contracts for Programs	\$500,000	\$500,000

**EXPLANATION**

The Department's request is **retroactive** due to the need to update the cooperative agreement with a scope of work that adds new tasks and accountabilities. The Agreement is **sole source** because the program was specifically designed to work with the SBDC.

The Cooperative Project Agreement describes the work plan for continued support of the NH SBDC program for providing business advising, education, information, and assistance to New Hampshire's small business community. In existence since 1984, the NH SBDC is a cooperative venture between the US Small Business Administration (SBA), BEA, the various components of the University System of New Hampshire, and the private sector. Through this partnership the NH SBDC program coordinates and leverages new and existing resources and provides critically needed services to the small business community in the most cost effective and efficient manner.

New Hampshire has more than 136,000 businesses, 99% of which are classified as "small." Small business creates a majority of new jobs and has a significant impact on the State's economy. There is evidence that owners and managers of many small businesses often lack some of the skills needed to start and run a successful business. Therefore, the principal function of the NH SBDC program is to design and carry out quality business advising, training, and educational services to help entrepreneurs and existing business owners reduce operating costs and respond to changing market conditions in order to be competitive and more profitable. Through its participation, the State is in a better position to respond to the various, and often changing, needs of New Hampshire's small business community.

The NH SBDC program provides confidential, one-on-one business management advice and education at no cost to New Hampshire's small businesses. Services are delivered through regional offices located in

Manchester, Keene, Laconia, Plymouth, Durham, and in the North Country, as well as satellite offices located through the state. Staffed by certified business advisors, these regional offices provide assessment, evaluation, advice, education, referral, and whatever else is needed to promote success for each business client.

The NH SBDC client companies generate revenue, create jobs, and contribute to NH's economy. In 2022, SBDC assisted 3,375 businesses through direct advising and training. They helped these businesses increase their sales by \$17.36 million, create and save 760 jobs, and raise \$44.1 million in new capital. These clients generated over \$477 million in sales and employ 6,503 people. The NH SBDC also assisted 50 clients with starting new businesses. For over 39 years, the NH SBDC program has built strong businesses and is a revenue generator for New Hampshire. SBDC has a total annual economic impact of \$207 million on the New Hampshire economy.

New Hampshire's economic development efforts are enhanced by this support to small companies which in turn, promotes growth and creates jobs. The SBDC works closely with the Division of Economic Development through referral exchanges and special projects designed to meet the needs of the New Hampshire's small business community by promoting entrepreneurship and education. For all of the reasons stated above, we respectfully request to continue our agreement with the SBDC on a Sole Source basis.

The Attorney General's office has approved this agreement as to form, substance and execution.

Respectfully submitted,



Taylor Caswell  
Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Business and Economic Affairs**

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 Business and Economic Affairs**, (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 **6/30/25**. 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: 2024-2025 Small Business Development Center**

- 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: Cynthia Harrington  
 Address: NH Dept of Bus and Economic Affairs  
100 North Main St, Suite 100.  
Concord, NH 03301

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Phone: 603-271-2341

**Campus Project Administrator**

Name: Randy Brown  
 Address: University of New Hampshire  
Sponsored Programs Administration  
51 College Rd.  
Durham, NH 03824

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Phone: 603-862-1942

- 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: Chase Hagaman

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Address: NH Dept of Bus and Economic Affairs  
100 North Main St., Suite 100  
Concord, NH 03301

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Phone: 603-271-2341

**Campus Project Director**

Name: Elizabeth Gray

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Address: University of New Hampshire  
10 Garrison Ave.  
Durham, NH 03824

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Phone: 603-862-2200

F. Total State funds in the amount of \$1,000,000 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 % 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. \_\_\_\_\_ from \_\_\_\_\_ under CFDA# \_\_\_\_\_. 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.

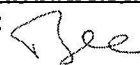
IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Business and Economic Affairs** have executed this Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**

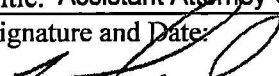
Name: Karen Jensen  
Title: Director, Pre-Award Compliance  
Signature and Date:  
Karen Jensen

Digitally signed by Karen Jensen  
Date: 2023.10.06 09:43:34 -0400

**By An Authorized Official of:  
Department of Business and Economic  
Affairs**

Name: Taylor Caswell  
Title: Commissioner  
Signature and Date:  10/10/2023

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

Name: Mark W. Dell'Orfano  
Title: Assistant Attorney General  
Signature and Date:  
 10/16/2023

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

Name:  
Title:  
Signature and Date:

## EXHIBIT A

- A. Project Title:** 2024-2025 Small Business Development Center
- B. Project Period:** July 1, 2023 through June 30, 2025
- C. Objectives:** The purpose of this Cooperative Agreement between the NH Department of Business and Economic Affairs (BEA) and the University of New Hampshire (Campus) is to support small business development in New Hampshire through the continued operation and support of the NH Small Business Development Center (NH SBDC). The NH SBDC is a statewide small business development program that provides support for the creation of new businesses and jobs, increased innovation and entrepreneurship, increased per capita income, and tax revenue generation. The State funds allocated by BEA will be utilized to meet the federal requirement for matching ongoing U.S. Small Business Administration (SBA) grant awards supporting the NH SBDC.
- D. Scope of Work:** The NH SBDC will provide quality business development and management assistance to the small business community in New Hampshire through one-on-one, long term business advising, educational training programs, and informational materials.

1. **Business Advising:** The NH SBDC's one-on-one management advising component continues to meet a critical need of small businesses in the State by providing the tools and personal guidance needed for success. Recognizing that there is a need for quality business advising within the small business community, and in an effort to avoid duplication of effort, the NH SBDC utilizes numerous resources and partners throughout New Hampshire to deliver the quality business advising services the small business community demands.

Federal legislation requires that state Small Business Development Centers be hosted by educational institutions. In New Hampshire, since its inception in 1984, the NH SBDC has been hosted by the University System of New Hampshire's Durham Campus and its Peter T. Paul College of Business and Economics. The regional NH SBDC offices are strategically located to take advantage of resources across the state. These offices will continue to be staffed by professional business advisers as resources permit.

Business Advising services and activities during the agreement period will include the following:

- The NH SBDC will assist existing, emerging, and growing small businesses, that want to learn management skills, secure financing, control growth and develop feasibility, marketing and/or business plans.
- The NH SBDC will promote and participate in state initiatives, such as the Economic Recovery and Expansion Strategy (ERES), including the Collaborative Economic Development Regions (CEDRs). The NH SBDC will track their activity in these areas for inclusion in year-end reporting.
- The NH SBDC will participate in a two-way referral network with relevant NH Economic Development agencies and partners, such as the NH Business and Industry Association, New Hampshire Tech Alliance, community colleges, NH Community Loan Fund, NH Manufacturing

Extension Partnership, and other BEA partners providing small business services by referring clients to an appropriate agency contact and service information.

- NH SBDC staff will participate in BEA-hosted meetings as appropriate.
- NH SBDC and BEA staff will continue to explore other ways to collaborate to advance small businesses in NH.

## 2. Education and Training

The NH SBDC meets the needs of small business owners and managers by offering consistent, high quality training programs through a comprehensive e-learning program, focused regional workshops and statewide events. Educational programs address appropriate business topics, such as management, marketing, financing, cybersecurity, resiliency planning, etc.

In addition to the existing training program, other activities will include:

- The NH SBDC will assist with and co-sponsor statewide events such as Small Business Day at the State House and the Small Business Matchmaker.
- NH SBDC and BEA will participate in joint opportunities for learning and sharing to ensure respective staff are integrated and work collaboratively.

## 3. Communication

The NH SBDC State Director will meet twice per year with the NH SBDC Funding Partners to discuss program ideas and provide progress reports. Members include the Dean of the Peter T. Paul College of Business & Economics; District Director, U. S. Small Business Administration; Director of the BEA Division of Economic Development; and the Chair of the NH SBDC Advisory Board. Additional meetings between BEA and NH SBDC staff will be scheduled, as appropriate.

- The NH SBDC State Director will also meet with the NH SBDC Advisory Board, comprised of small business and private sector partners, at least three times a year. The BEA Director of the Division of Economic Development, or designee, will participate on the Advisory Board.
- In publicizing events and through broad-based public relations efforts, the NH SBDC and BEA will mutually promote each other's services, including in-person attendance and display items/promotional literature, as appropriate and where feasible. The NH SBDC will promote BEA as their partner in all such related materials. To this end, NH SBDC and BEA will inform each other – within 30 days where possible – of upcoming events, in order to maximize participation and PR opportunities for both organizations. To enhance areas of staff expertise when possible, the NH SBDC will collaborate with the BEA in offering staff of both organizations an agreed upon number of pro bono slots at regional and statewide training events. Also, where possible and appropriate, SBDC and BEA will explore joint messaging.
- NH SBDC and BEA leadership staff will meet quarterly to ensure communication and support.
- The NH SBDC will collaborate with BEA and other State agencies wherever possible in the development and implementation of state economic development policies and initiatives, up to and

including representation on mutually beneficial boards and committees, all based upon NH SBDC staff resources and availability.

#### 4. Client Referrals

The NH SBDC and BEA will exchange client referrals and provide feedback to the referring agency on the action taken. The NH SBDC will offer a referral to BEA for services to counseling clients, as deemed appropriate. Upon receiving permission from the client(s) to disclose their identity, the NH SBDC will pass along the name(s) and telephone number(s) to the appropriate BEA contact.

#### 5. Campus

Campus will continue to provide, at its own expense, physical space, facilities, utilities, and other similar support to the NH SBDC. Campus serves as fiscal agent for NH SBDC programs.

- To the extent space is available, BEA will provide access to office space to an NH SBDC staff member for the purposes of advising on an agreed upon schedule. NH SBDC will be responsible for any costs incurred beyond the workspace.
- To the extent space is available, BEA will provide conference space for the NH SBDC Advisory Board or staff meetings. As appropriate, BEA staff will be invited to the meetings.

#### 6. Evaluation

During the agreement period, the NH SBDC will substantiate and quantify, to the greatest extent possible, the economic impact and cost/benefit of its services. At the end of the designated work period, the NH SBDC will provide BEA with an analysis of program performance in a mutually agreed upon format. The NH SBDC will measure where possible, the impact of this program on the small business community in New Hampshire and the overall economic impact to the State. The criteria to evaluate the cost effectiveness of the NH SBDC's public service will include such factors as total numbers and types of clients served and jobs created, and capital investments obtained by NH SBDC clients. Such evaluation will take place on a regular basis, and will be coordinated with federally-mandated, U.S. SBA, and/or other federal or State evaluation activities planned for the project period. Evaluations will be performed so as to maintain client confidentiality in accordance with U.S. SBA requirements.

- E. Deliverables Schedule:** Reporting and monitoring procedures are mandated by Federal law and imposed upon the NH SBDC through federal grants and cooperative agreements awarded to Campus, which administers the NH SBDC. BEA will have the same rights and access to reported program information as are conveyed in the U.S. SBA awards that support the NH SBDC. The SBA, BEA, and Campus will seek to negotiate any difference(s) that may arise due to this partnership agreement, in order to assure that all parties of this agreement are mutually satisfied and that their separate interests are fully protected and their individual intentions are fulfilled.

The NH SBDC will submit the following reports to BEA, such as (and potentially other materials as agreed to by BEA and NH SBDC):

- Annual Report for SBA, by March 30 of each year (Note: The SBA can change their annual report deadline at any time, and at their discretion. In the event of such a change, the NH SBDC will notify BEA).

- Accreditation reports, every five years

The following statement will appear in reports and other printed materials, as appropriate, prepared by the NH SBDC:

“Funded in part through a Cooperative Agreement with the U.S. Small Business Administration (SBA) and through assistance provided by the State of New Hampshire. The NH SBDC is an outreach program of the UNH Peter T. Paul College of Business and Economics in conjunction with SBA, the State of NH (BEA), the University of NH, and the private sector.”

In addition, the following statement will appear in NH SBDC promotional material (printed, digital, or otherwise): “Funded in part by the State of New Hampshire” with an approved BEA logo . BEA retains the right to require proof of compliance of this section and to seek appropriate remedy in cases of non-compliance. Each organization will be responsible for providing any logo changes or amendments to the partner organizations as soon as such changes are approved for use in future materials.

- 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 60 days after the Project Period end date.

NOTE: State funds are solely to be used for direct expenses.



NH Small Business Development Center Budget  
 July 1, 2023 - June 30, 2025 (FY 2024 and FY 2025)

Salaries and Wages:	FY 2024	FY 2025	Total 2 Years
State Director	27,040	27,040	54,080
Associate State Director/Operations Management	28,800	28,800	57,600
Educational Program Coordinator	25,800	25,800	51,600
Business Analyst I	10,400	10,400	20,800
Business Analyst II	25,000	25,000	50,000
Business Analyst II	32,000	32,000	64,000
Business Analyst II	37,200	37,200	74,400
Business Analyst I	22,300	22,300	44,600
Business Analyst I	33,000	33,000	66,000
Business Analyst I	30,600	30,600	61,200
Program Assistant	8,000	8,000	16,000
Business Advisor, North Country	5,000	5,000	10,000
Business Analyst I	37,440	37,440	74,880
Business Analyst I	10,000	10,000	20,000
Business Analyst I	22,000	22,000	44,000
Business Analyst I	13,182	13,182	26,364
Program Coordinator I	20,800	20,800	41,600
<b>SUBTOTAL SALARY AND WAGES</b>	<b>388,562</b>	<b>388,562</b>	<b>777,124</b>
Employee Benefits @ 33.2% (provisional FY25)	106,134	106,134	212,268
Hourly Benefits @ 7.7 % (provisional FY25)	5,304	5,304	10,608
<b>TOTAL PERSONNEL</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>
Facilities and Administrative Costs @ 35.2%=\$260,355	Waived	Waived	Waived by UNH
<b>TOTAL PROJECT COST FOR STATE</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>

## 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..**