



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



19
Cass

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Office of Federal Compliance
April 8, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to enter into two individual **sole-source** Cooperative Project Agreements with the University of New Hampshire (UNH) of Durham, NH (vendor #177867) for a total of \$19,997.00 for Cooperative National Summer Transportation Institute with UNH Tech Camps in Fiscal Year 2017 to be effective upon Governor and Council approval through October 1, 2016. 100% Federal Funds.

Funding is available as follows:

04-96-96-963515-3054	<u>FY 2017</u>
Consolidated Federal Aid	
046-500463 Eng Consultants Non-Benefit	\$19,997.00

EXPLANATION

The action requested is in furtherance of a long-standing cooperative relationship between the Department of Transportation and the University of New Hampshire. The Department of Transportation will expend funds through a **sole-source** Cooperative Project Agreement with the UNH Sponsored Programs Administration by partnering with two established and highly successful Summer Tech Camps at the University of New Hampshire. The specialized intent of this educational initiative and UNH's established and successful Tech Camps make them uniquely suited to perform this work. To address the need of a diverse workforce in the 21st century and to promote greater awareness of career opportunities within the transportation industry, the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) have established various educational initiatives. The National Summer Transportation Institute (NSTI), championed by FHWA's Office of Civil Rights, its Division Offices, State Transportation Agencies (STA's), public/private partnerships, community-based organizations (CBOs) and accredited colleges, community colleges, and universities, remains one of the nation's premiere transportation-centered educational programs.

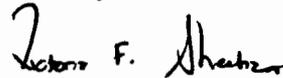
The purpose of the NSTI is to promote national awareness of science, technology, engineering and math (STEM) educational and career opportunities among disadvantaged and at-risk middle and high school students by offering grant funded tuition costs. FHWA is the funding and governing agency for the NSTI, and formally established the program as a recognized educational initiative in 1998. The FHWA's Office of Civil Rights and Division Offices manage the NSTI and oversee the work of State DOT's who are responsible for providing technical assistance, guidance, training and support to participating institution's host sites.

The University of New Hampshire (UNH) has been offering two Tech Camps for the last several years: the UNH Engineeristas is a one-week camp experience for girls entering grades six and seven and the UNH Tech Camp which is a coed camp that runs for two weeks. Both Tech Camps are outreach programs offered by the UNH College of Engineering & Physical Science (CEPS). These programs are designed to introduce and expose students to the world of engineering and technology. The camps engage young people in grades six through ten in problem solving and hands-on activities as they interact with all areas of science, technology, engineering and mathematics (STEM).

The Department of Transportation will continue to partner with the already established and highly successful UNH Tech Camps for a total amount of \$19,997.00 (\$6,757.00 for the Engineeristas Camp and \$13,240.00 for the Coed Tech Camp) to establish a New Hampshire Summer Transportation Institute 2016 (NHSTI). With free tuition and residential costs, New Hampshire students who may be disadvantaged or at risk, will have the opportunity to participate in various STEM and transportation related activities. Having first-hand experience on a college campus may inspire New Hampshire students to pursue higher education and careers in transportation.

The Agreements have been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available and there is no match requirement for funding. Copies of the fully executed agreements are on file at the Secretary of State's Office and the Department of Administrative Services' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan". The signature is written in a cursive style with a large initial "V".

Victoria F. Sheehan
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Transportation

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 Transportation**, (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 **10/1/16**. 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: **2016 New Hampshire Summer Transportation Institute - Engineeristas**

- 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: Judith Ward
 Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
 Phone: 603-271-3491

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824
 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: John Ankenbrock
 Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
 Phone: 603-271-2467

Campus Project Director

Name: Robert M. Henry
 Address: University of New Hampshire
Department of Civil Engineering
33 Academic Way
Durham, NH 03824
 Phone: 603-862-4447

F. Total State funds in the amount of \$6,757 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 **Federal Highway Administration** under CFDA# **20.215**. 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 Transportation** have executed this Project Agreement.

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

Name: Louise Griffin

Title: Senior Director, Research and Sponsored Programs Administration

Signature and Date: *Louise Griffin* 4/7/16

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

Name: *John J. Conforti*

Title: *Assistant Attorney General*

Signature and Date: *[Signature]* 4/20/16

**By An Authorized Official of:
Department of Transportation**

Name: *Frances E. Buczynski*

Title: *Director of Policy and Administration*

Signature and Date: *Frances E. Buczynski* 4/12/16

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. **Project Title:** 2016 New Hampshire Summer Transportation Institute - Engineeristas
- B. **Project Period:** May 1, 2016 - October 1, 2016
- C. **Objectives:** During the 2016 NSTI – New Hampshire Girls’ program, campers will participate in various transportation related activities which will demonstrate how rewarding it can be to work in the transportation industry. The UNH Engineeristas program focuses on a wide range of engineering options with planned explorations into transportation engineering, environmental engineering, oceanographic and marine engineering, computer science, mechanical engineering and energy presented by female engineers. Campers will participate in field trips to numerous campus and off-campus locations. While the UNH Engineeristas program offers both residential and day camper options, the 2016 NSTI – New Hampshire Girls’ program will be a residential camp so that students can experience college campus living while being exposed to Transportation and STEM related careers.

The UNH Engineeristas program is one of several very successful summer camps offered by the College of Engineering and Physical Sciences (CEPS). It is the only one that caters exclusively to girls and engages girls at an age when they are particularly vulnerable to questioning their potential as scientists.

The camp offers positive reinforcement to scientifically inclined girls, not only by giving them an audience with successful role models, but also by providing them with the opportunity to work on projects in a broad range of engineering disciplines. Over the course of five days, campers undertake units in several engineering disciplines: civil, environmental, and mechanical engineering, as well as computer technology, animation and construction. In addition to classroom activities, students participated in team design/build projects including bridge building challenges.

Girls participating in the camp are provided with unique opportunities to experience hands-on science and engineering projects in a nonthreatening environment. The team projects served to build teamwork and communication skills while fostering creative problem solving and a sense of self confidence. The girls are more comfortable in exploring their interest in the camp since they are not being graded on their results and an all-girl environment also helps with increasing their comfort level.

The UNH College of Engineering & Physical Science is committed to increasing the number of women engineers through a concentrated effort to expose young women to a variety of fields of engineering so that they may better understand and prepare for STEM / transportation related careers. Likewise, the NHDOT is committed to an affirmative action plan that seeks to enhance employment opportunities for females in the NHDOT. Partnering with the UNH Engineeristas program through the NSTI - New Hampshire Girls’ program will offer the NHDOT an opportunity to expose the campers to transportation and STEM career interests. The students will be given the opportunity to consider attending the UNH Techsplorer and Techventure programs in subsequent years. If this model is, indeed, effective in influencing career decisions of young girls, this may prove to be an effective prototype that other National Summer Transportation Institutes may consider emulating nationwide.

D. Scope of Work: The NSTI – New Hampshire Girls’ program will recruit seven (7) girls entering grades 6 and 7 for a one-week (Sunday through Friday) residential camp experience. Applicants from the public, private and home schools will be required to submit an application, a statement of interest in Transportation and/or Science, Technology, Engineering and Math and a letter of recommendation from one of their school’s teacher or guidance counselor.

Brochures and applications will be distributed to public and private school counselors and other contacts such as alumni, civic, and community organizations such as the Manchester, NH NAACP and the Seacoast NAACP. Brochures and applications will also be distributed electronically to organizations that represent residents of minority status. The State Transportation Agency Liaison will personally meet with principals in the Manchester, NH area to describe the Engineeristas program and distribute brochures and applications.

Once the applications are received, they will be reviewed for interest in engineering and grade attainment. The selected students will be notified by mail. Health information, a medical release and other liability forms are made available to the applicant’s families on line and, if requested, via US Mail. Parents and participants are provided information on the planned curriculum, residential information, activities, rules and regulations prior to camp. A parent’s meeting is scheduled prior to the start of camp to collect completed forms, review all information sent to the families, make arrangements for pick up and drop off schedules, and campus locations. Information will also be collected from the parents about any special needs and allergies of the participants. For parents unable to attend the meeting, arrangements will be made to meeting with them at a different date and time.

E. Deliverables Schedule: NONE

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	1,860	0	1,860
2. Employee Fringe Benefits	154	0	154
3. Travel	720	0	720
4. Supplies and Services	4,022	0	4,022
5. Equipment	0	0	0
6. Facilities & Admin Costs	0	0	0
Subtotals	6,756	0	6,756
Total Project Costs:			6,756

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**.

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Transportation

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 Transportation**, (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 **10/1/16**. 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: **2016 New Hampshire Summer Transportation Institute - Coed**

- 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: Judith Ward
 Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
 Phone: 603-271-3491

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824
 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: John Ankenbrock
 Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
 Phone: 603-271-2467

Campus Project Director

Name: Dr. Robert M. Henry
 Address: University of New Hampshire
Department of Civil Engineering
33 Academic Way
Durham, NH 03824
 Phone: 603-862-4447

Campus Authorized Official 
 Date 4/7/16

F. Total State funds in the amount of \$13,240 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 **Federal Highway Administration** under CFDA# **20.215**. 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 Transportation** have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Louise Griffin
Title: Senior Director, Research and Sponsored Programs Administration
Signature and Date: *Louise Griffin* 4/7/16

By An Authorized Official of:
Department of Transportation
Name: *Frances E. Buczynski*
Title: *Director of Policy and Administration*
Signature and Date: *Frances E. Buczynski* 4/12/16

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: *John J. Conforti*
Title: *Assistant Attorney General*
Signature and Date: *John J. Conforti* 4/20/16

By An Authorized Official of: the New Hampshire Governor & Executive Council
Name: _____
Title: _____
Signature and Date: _____

Campus Authorized Official *[Signature]*
Date 4/14/16

EXHIBIT A

- A. Project Title:** 2016 National Summer Transportation Institute - Coed
- B. Project Period:** May 1, 2016 - October 1, 2016
- C. Objectives:** The 2016 NSTI-NH Coed program is a two-week experience designed to introduce boys and girls in grades 6, 7, 8 and 9 to several programs focusing on all areas of STEM - Science, Technology, Engineering and Mathematics, and transportation related fields with an emphasis on how engineering supports the application of scientific principles, problem solving using tools and technology through teamwork. The team projects serve to build teamwork and communication skills while fostering creative problem solving and a sense of self confidence. Each year campers take field trips to engineering facilities and engaged in a variety of projects related to the different areas presented during camp. During the second week of the 2016 NSTI-NH Coed program, the campers will be involved in a week long transportation related project. Included in the project will be the pouring and testing of concrete cylinders, construction and testing of model bridges, a visit to a local lift bridge and a visit to a highway construction site.
- D. Scope of Work:** The NSTI-NH Coed will recruit seven (7) campers (boys and girls) entering grades 6, 7, 8 and 9 to be part of the two-week (Sunday through Friday) residential UNH Tech Camp Techsplorer's experience. There will be seven (7) scholarships covering all of the costs associated with attending the program, (food, housing, counselors, project leaders, supplies, etc.). Applicants from public, private and home schools will be required to submit an application, a statement of interest in Transportation and/or Science, Technology, Engineering and Math and a letter supporting their application from a teachers, guidance counselor, parent, or relative that can speak about their interests and activities related to engineering and technology.
- E. Deliverables Schedule:**
Annual Report:
In addition to completing the online NSTI Questionnaire via a web link that is provided by HCR at the end of the program, an annual report that includes the results of activities associated with the National Summer Transportation Institute New Hampshire Coed Program (NSTI-NH Coed) will be submitted to the NH Federal Highway Administration Division Office.
- Program Evaluations:
Both weekly evaluations and overall participant's program evaluations at the end of the NSTI program will be conducted.

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	4,410	0	4,410
2. Employee Fringe Benefits	366	0	366
3. Travel	1,120	0	1,120
4. Supplies and Services	7,344	0	7,344
5. Equipment	0	0	0
6. Facilities & Admin Costs	0	0	0
Subtotals	13,240	0	13,240
Total Project Costs:			13,240

Campus Authorized Official 
 Date #17/16

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**.