JAN04'21 PM 2:34 RCVD 60

CHRISTOPHER T. SUNUNU
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF STRATEGIC INITIATIVES
107 Pleasant Street, Johnson Hall
Concord, NH 03301-3834
Telephone: (603) 271-2155
Fax: (603) 271-2615

DIVISION OF PLANNING
DIVISION OF ENERGY
www.nh.gov/osi

December 28, 2020

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

The Office of Strategic Initiatives (OSI) requests authorization to amend a Memorandum of Agreement (MOA) (Contract #1070724) with the Department Administrative Services (DAS), (VC # 177875), Concord, NH, by increasing the contract amount for FY2021 by $40,000.00 from $128,000.00 to $168,000.00 to support energy efficiency in state buildings, effective upon Governor and Council approval, through June 30, 2021. This contract was originally approved by Governor and Council on June 19, 2019, Item #118. 100% Federal Funds (State Energy Program).

Funding is available in the following account, contingent upon the availability and continued appropriation of funds in the FY 2016 operating budget, as follows:

Office of Energy & Planning, State Energy Programs	FY 2021
01-02-02-024010-6510	
085-588542 Interagency Xfr Out of Fed. Funds	$40,000.00
01-02-02-024010-6510	
102-500731 Contracts for Program Services	$108,000.00
01-02-02-024010-1205	
102-500731 Contracts for Program Services	$20,000.00
TOTAL	$168,000.00

EXPLANATION

The intent of this amendment is to continue providing support to the Department of Administrative Services' State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Additional funding of $40,000.00 will further support DAS's objective to make state building improvements through energy efficiency projects.

These projects will be administered by DAS. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Jared Chicoine
Director
Office of Strategic Initiatives

MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF STRATEGIC INITIATIVES
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES

This Amendment dated December 28, 2020 is between the State of New Hampshire, Office of Strategic Initiatives (hereinafter referred to as "OSI") and the Department of Administrative Services (hereinafter referred to as "DAS").

Pursuant to an Agreement (hereinafter referred to as the "Agreement"), as approved by Governor and Council on June 19, 2019 (Item #118), DAS has agreed to provide certain Services, per the terms and conditions specified in the Agreement and in consideration of payment by OSI of certain sums as specified therein.

WHEREAS, OSI and DAS have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing and of the covenants and conditions in the Agreement as set forth herein, the parties agree to the following:

1. **Amendment and Modification of Agreement**. The Agreement is amended and modified as follows:

    A) Amend Agreement price limitation by striking the current FY2021 sum of $128,000.00 and inserting in place thereof the total sum of $168,000.00.

    B) Program funds may be used to expand efforts to reduce energy consumption and costs in state buildings.

    C) DAS shall provide the additional required 20% match through their established state budget, which may include salaries for existing employees.

    D) DAS shall submit quarterly reports to OSI that include the following, if applicable: the number of technical assistance contacts with state agencies relative to the additional federal funds (# agencies).

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

Jared Chicoine, Director
NH Office of Strategic Initiatives

Date 12/28/20

Charles M. Arlinghaus, Commissioner
NH Department of Administrative Services

for Asst Comm. 12/28/20
Date

OFFICE OF THE ATTORNEY GENERAL

By: _____
Assistant Attorney General

Date: 12/31, 2020

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on _____, _____.

OFFICE OF THE SECRETARY OF STATE

By: _____

Title: _____

Initials: Date

CHRISTOPHER T. SUNUNU
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF STRATEGIC INITIATIVES
107 Pleasant Street, Johnson Hall
Concord, NH 03301-3834
Telephone: (603) 271-2155
Fax: (603) 271-2615

DIVISION OF PLANNING
DIVISION OF ENERGY
www.nh.gov/osi

May 29, 2019

Approved by Governor
And Council on: 6/19/2019
Agenda Item: #118
P.O. #: 1070224

His Excellency, Governor Christopher T. Sununu,
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Office of Strategic Initiatives (OSI) to enter into a Memorandum of Agreement (MOA) with the Department of Administrative Services (DAS), Vendor #177875, Concord, NH, in the amount of $258,000.00, over two years, to support energy consumption reduction and costs in state buildings, effective July 1, 2019 upon Governor & Executive Council approval, through June 30, 2021. 100% Federal Funds (State Energy Program).

Office of Strategic Initiatives, State Energy Programs	FY 2020	FY2021
01-02-02-024010-65100000 102-500731 Contracts for Program Services	$110,000.00	$108,000.00
01-02-02-024010-12050000 102-500731 Contracts for Program Services	$20,000.00	$20,000.00
TOTAL	$130,000.00	$128,000.00

EXPLANATION

The intent of this Agreement is to provide support for programs to reduce energy consumption and costs in New Hampshire's State buildings by supporting the Department of Administrative Services' State Energy Manager's office.

OSI requests an MOA in an amount not to exceed $258,000.00 to support: DAS's objective to promote the reduction of energy use, responsible energy behavior, and energy efficiency strategies in state facilities to state employees through education and outreach programs; making building improvements; energy efficiency projects; the Annual State Energy Conference; and other initiatives approved by OSI.

These projects will be administered by DAS. In the event Federal Funds are no longer available, General Funds will not be requested to support this program. Funds are contingent upon the approval of the 2020/2021 Biennial Budget.

Respectfully submitted,

Jared Chicoine
Director
Office of Strategic Initiatives

MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF STRATEGIC INITIATIVES
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES

This MOA describes activities that have been agreed to between the New Hampshire Office of Strategic Initiatives (OSI) and Department of Administrative Services (DAS) to utilize funding provided by OSI to reduce energy consumption and costs in state buildings. This agreement will become effective July 1, 2019 with a project completion date of June 30, 2021.

For the purposes of this Agreement, OSI and DAS agree as follows:

1. Funding shall not exceed $258,000.00 over the next two fiscal years.

2. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.

3. Up to $130,000.00 for FY20 and $128,000.00 for FY21 of funds provided annually may be used to reduce energy consumption and costs in state buildings, and for energy education & outreach. Activities supporting this initiative may include:

    a. Contracting with a firm that provides building automation services and support;
    b. Purchasing of materials and/or equipment related to building automation;
    c. Contracting with a firm that provides a building analytics software;
    d. Contracting with a firm to perform a controls study for buildings;
    e. Contracting with a firm that provides commissioning or technical assistance for energy savings performance contracts; (this should be on a one-time funding basis)
    f. Sub-metering of energy or water consumption at the building level or within buildings to provide more detailed usage and cost data;
    g. Conducting studies of state facilities to identify areas of excess energy or water use and develop strategies for reduction;
    h. Purchasing products or services that aid in the fossil fuel reduction goals as part of Executive Order 2016-3, provided they meet a return on investment of 20 years or less;
    i. Salary and benefits for a part-time employee who supports the reduction of energy use in state facilities through establishing and promoting education & outreach programs. Activities of this employee may include, but are not limited to: blog posts, website updates, seminars, conference planning, online trainings, appreciation programs/events, newsletters, and social media;
    j. In-state travel for the purposes of educating state employees in the areas of responsible energy behavior and energy efficiency strategies; and to encourage participation in energy saving events and initiatives;

 Initial: CA Date: 5/21/19

k. Conferences, memberships and educational software fees for the purposes of educating state employees in the areas of responsible energy behavior and energy efficiency strategies; and to encourage participation in energy saving events and initiatives;
l. Hosting energy-related training sessions for state employees or providing scholarships for state employees to attend energy training;
m. Materials necessary for conducting educational sessions or to support the administration of the Annual State Energy conference, including rental costs associated with a venue and refreshments for conference participates; and
n. Any other related expense approved by OSI.

4. DAS shall submit a detailed Program Plan for approval by OSI within 30 days of G&C approval of this agreement. The Program Plan may include:

   a. Definition of goals, milestones, deliverables, and outcomes for conducting building improvement and building controls strategies;
   b. Definition of goals, milestones, deliverables, and outcomes for conducting the Annual State Energy Conference;
   c. Definition of goals, milestones, deliverable, and outcomes for conducting utility tracking and benchmarking strategies;
   d. Definition of goals, milestones, deliverables, and outcomes for the part-time Education & Outreach Specialist position;
   e. Definition of goals, milestones, deliverables, and outcomes for developing an education and outreach plan for state employees;
   f. Definition of goals, milestones, deliverables, and outcomes for completing energy efficiency projects in state buildings; and
   g. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.
   h. Ensure match obligation is met on a quarterly basis.

5. OSI shall respond to the proposed Program Plan within 15 days of receipt and either approve the plan or recommend changes. Subsequent submittals and approvals shall be subject to the same 15-day time period.

6. DAS shall administer the program(s).

7. DAS will provide the required 20% match through their established state budget, which may include salaries for existing employees.

8. DAS shall submit quarterly reports to OSI that include the following, if applicable:

   a. Notification of any building automation contracts (# of contracts and names of firms);
   b. Notification of any commissioning agent contracts (# of contracts and names of firms);
   c. A list of buildings monitored through building improvement and building control initiatives (# of buildings);

 Initial: CA Date: 5/21/19

d. A final agenda and any supporting documentation for the Annual State Energy Conference;
e. Attendance list for the Annual State Energy Conference (# of attendees);
f. A list of any sub-meters installed for energy or water (# of meters);
g. A list of any energy-related studies performed on buildings (# of studies);
h. A list of buildings receiving automated utility data either through the utilities or through building metering (# of accounts).
i. The number of education & outreach visits with, or presentations to, state agencies (# agencies).
j. The number of articles, outreach documents, and social media posts drafted and distributed to support the State's energy saving initiatives (# articles/posts/documents).
k. Quarterly reporting of program expenses and required match commitment.

9. DAS will resubmit their Program Plan annually to OSI at the beginning of each fiscal year for reevaluation.

10. PROJECT COST: DAS shall not exceed $130,000.00 for FY20 and $128,000.00 for FY21. Prior to invoicing and reimbursement, DAS shall submit to OSI their DUNS number and proof of registration in the Federal System for Award Management (SAM). FY 20/21 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2021.

11. INVOICING: DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter. Invoicing for fourth quarter of any fiscal year will be done as soon as feasible to ensure compliance with year-end deadlines. Final invoicing is due to OSI by July 20, 2021.

12. TERMINATION: Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, DAS will be paid for all qualifying work completed prior to termination.

13. DURATION: The project duration extends from July 1, 2019 through June 30, 2021 for program activities, invoicing and program year closeout, unless terminated by either party, or extended in writing by subsequent agreement of the parties and acceptance by Governor and Council.

 Initial: (CK) Date: 5/21/19

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

Jared Chicoine, Director
NH Office of Strategic Initiatives

5/21/19
Date

Charles M. Arlinghaus, Commissioner
NH Department of Administrative Services

5/21/19
Date

OFFICE OF THE ATTORNEY GENERAL

By: _____
Assistant Attorney General
Date: May 24, 2019

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on JUN 19 2019, _____.

OFFICE OF THE SECRETARY OF STATE

By: _____
DEPUTY SECRETARY OF STATE

Initial: JA Date: 5/21/19