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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 120
Concord, New Hampshire 03301
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July 14, 2021

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

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

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, Division of Plant and Property Management, Plant-Property Administration, to **retroactively** accept and expend a grant from the Department of Energy (formerly Office of Strategic Initiatives), in an amount not to exceed $100,000, for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Funding is effective July 1, 2021 upon Fiscal Committee and Governor and Council approval for the period through June 30, 2022. **100% Transfer from Other Agency**

Funds will be budgeted as follows: 01-14-14-141510-18750000 Department of Administrative Services, Division of Plant & Property Management, State Energy Management

CLASS	DESCRIPTION	FY22 CURRENT AUTHORIZED	REQUESTED ACTION	FY22 TOTAL ADJ AUTHOR
UUU-000010	General Fund	291,880.00		291,880.00
001-488552	Transfer from other Agency (Federal)– Dept of Energy		85,000.00	85,000.00
001-484952	Transfer from other Agency (Other)– Dept of Energy		15,000.00	15,000.00
	Total Income	**291,880.00**	**100,000.00**	**391,880.00**
010-500100	Personal Services	136,203.00		136,203.00
020-500200	Current Expenses	333.00	500.00	833.00
026-500251	Membership Fees	1.00	300.00	301.00
038-500175	Technology Software	500.00	100.00	600.00

039-500191	Telecommunications	1,146.00		1,146.00
048-500226	Contractual Maint.		28,000.00	28,000.00
050-500109	Personal Serv-Temp	54,958.00		54,958.00
060-500601	Benefits	97,437.00		97,437.00
066-500543	Continuing Prof. Education		3,000.00	3,000.00
069-500567	Promotional-Mkt Exp	1.00	2,000.00	2,001.00
070-500704	In-State Travel	1,300.00	2,000.00	3,300.00
080-500710	Out of State Travel	1.00	2,100.00	2,101.00
103-502507	Contracts Program Serv		62,000.00	62,000.00
	Totals	**$291,880.00**	**$100,000.00**	**$ 391,880.00**

EXPLANATION

On June 16, 2021, item #54 Governor and Council approved a Memorandum of Agreement (MOA) between the Office of Strategic Initiatives and the Department of Administrative Services for funding in the amount of $100,000, support energy consumption reduction and costs in state buildings, effective July 1, 2021 through June 30, 2022.

This request to accept the funds is **retroactive** because the beginning date of July 1, 2021 associated with this request is the new biennium. It is the policy of the Fiscal Committee of the General Court to act only on items within the current biennium and this is the first meeting in the new biennium.

The funds for fiscal year 2022 will be spent on energy reduction strategies throughout state government as summarized below:

Class 020 - Current Expense funds will be used to cover miscellaneous office supplies and the cost of printed educational materials for outreach to state employees including materials for the Annual State Energy Conference.

Class 026 – Membership fees will be used for membership in national associations or other associations in support of programs which reduce energy consumption and reduce costs in New Hampshire State buildings.

Class 038 - Technology Software funds will be used to purchase software licenses as needed.

Class 048 - Contractual Maintenance funds will be used to perform energy saving repairs and projects for state agencies to reduce overall energy expenditures.

Class 066 - Continuing professional education will be used for expenses related to continuing professional education for state employees.

Class 069 - Promotional (Marketing Expenses) funds will be used for expenses related to publicizing energy success stories through printed and other media.

Class 070 - In-State Travel Reimbursement funds will be used to pay mileage and in-state travel costs associated with local conferences.

Class 080 - Out-of-State Travel funds will be used to pay costs associated with energy conferences or seminars that are held out-of-state.

Class 103 - Contracts for Op Services funds will be used to enter into contracts with vendors that provide building automation, energy management, energy consulting, and utility benchmarking services. Additionally funds may be used for conference related expenses such as the venue and refreshments.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

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, 2021 with a project completion date of June 30, 2022.

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

1. Funding shall not exceed $100,000.00 for the next fiscal year.

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

3. Up to $100,000 for FY22 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;

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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);

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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 $100,000.00 for FY22. 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). FY22 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2022.

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, 2022.

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, 2021 through June 30, 2022 - 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: (DA) Date: 5/18/21

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

Jared Chicoine, Director
NH Office of Strategic Initiatives

Date 5/19/21

Charles M. Arlinghaus, Commissioner
NH Department of Administrative Services

5-18-21
Date

OFFICE OF THE ATTORNEY GENERAL

By:
Assistant Attorney General

Date: 6/1/2021

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:

Initial: Date: 5/18/21