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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Bureau of Materials & Research
July 14, 2023

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

REQUESTED ACTION

Authorize, the Department of Transportation to enter into a **Sole Source** Project Agreement with the University of New Hampshire Sponsored Programs Administration (Vendor #315187) Durham, New Hampshire, to support workforce development in New Hampshire through the UNH Technology Transfer Center, for a fee not to exceed \$10,000. This Agreement will become effective upon Governor and Council approval through December 1, 2024. 100% Federal Funds.

Funding is available as follows:

	<u>FY 2024</u>
04-96-96-963515-3054	
Consolidated Federal Aid	
046-500464 Gen Consultants Non-Benefit	\$10,000

EXPLANATION

The Department requests this **Sole Source** contract because the Technology Transfer Center (T2 Center) operates the primary continuing education program in the State for local road managers, crews, and public officials. Established under the Federal Highway Administration's (FHWA) Local Technical Assistance Program (LTAP), effective August 18, 1986, the T2 Center provides a resource to increase town officials', road managers', and highway crews' knowledge of technology and management through education and training including conducting workshops, providing technical assistance, and conducting special research projects. As a result, the T2 Center is in the unique position to provide workforce development support to these entities, and it is because of these established relationships that the Department feels a sole source contract is justified. The University has approved the proposed Cooperative Project Agreement, and its Civil Engineering Department will administer the program.

This request will provide for the use of State Transportation Innovation Council (STIC) funds for the development and purchase of a trade show booth branded to raise awareness of Public Works and transportation careers. The booth and materials would be available on loan through UNH T2 to municipal highway and DPW teams through UNH T2, for municipalities to display at their area events (high school

career fairs, job fairs, etc). The proposal would also fund 6 Bridge Up bridge-in-bag kits, based upon Minnesota DOT's plans and curriculum, to be built and made available for loan to DPWs for workforce and Public Works awareness outreach. Through this funding, these resources will support individual agency workforce recruitment and engagement efforts, as well as to champion and raise awareness of the public works and highway trades.

The program is 100% Federally funded with 80% State Transportation Innovation Council (STIC) funds (\$8,000) and a 20% match from University of New Hampshire generated program income (\$2,000) to support this workforce development effort. The total contract value is \$10,000.

Expenses incurred will be charged against the designated project account number and reimbursement for costs shall be borne by the above-listed funds in the total amount of \$10,000 in accordance with Federal Aid Program requirements.

This Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services. Subsequent to Governor and Council approval, the Agreement will be on file at the Department of Transportation.

Your approval of this submission is respectfully requested.

Sincerely,

A handwritten signature in cursive script that reads "William Cass".

William J. Cass, PE
Commissioner

Attachments

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 **12/1/24**. 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: Workforce Outreach Strategy for Public Works

- 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: Deirdre Nash
 Address: NH Department of Transportation
5 Hazen Dr.
Concord, NH
03301
 Phone: 603-271-1659

Campus Project Administrator

Name: Randy Brown
 Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd.
Durham NH 03824
 Phone: 603-717-1800

- 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: Dcirdrc Nash
 Address: NH Department of Transportation
5 Hazen Dr.
Concord, NH
03301
 Phone: 603-271-1659

Campus Project Director

Name: Marillec Enus
 Address: University of New Hampshire
Technology Transfer Center
35 Colovos Rd.
Durham, NH 03824
 Phone: 978-955-8272

Campus Authorized Official KJ

Date 7/19/23

F. Total State funds in the amount of \$10,000 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 20 % 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 Transportation have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire

Name: Karen M. Jensen
Title: Director, Pre-Award Compliance
Signature and Date: Karen Jensen Digitally signed by Karen Jensen
Date: 2023.07.19 14:02:16 -0400

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

Name: Samuel Burgess
Title: Assistant Attorney General
Signature and Date: [Signature] 8/15/23

By An Authorized Official of:
New Hampshire Department of
Transportation

Name: William Oldenburg
Title: Director of Project Development
Signature and Date: [Signature] 8/8/23

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

Name: _____
Title: _____
Signature and Date: _____

Campus Authorized Official KJ
Date 7/19/23

EXHIBIT A

A. Project Title: Workforce Outreach Strategy for Public Works

B. Project Period: Upon G&C Approval through 12/1/2024

C. Objectives:

Under EDC Strategic Workforce Development, UNH T2 would like to obtain funding from STIC towards development and purchase of a trade show booth branded to raise awareness of Public Works and transportation careers. The booth and materials would be loaned out to municipal highway and DPW teams through UNH T2, for municipalities to display at their area events (high school career fairs, job fairs, etc). The booth would include a variety of components to raise awareness to public works careers, including banners, a table cloth, posters, and supplies for demonstrations to various age groups. The booth would also include a facilitator kit to assist the borrowing agency in preparing- what to print and have ready, supply list, packing checklist, etc). This proposal would also support funding for 6 Bridge Up bridge-in-bag kits, based upon Minnesota DOT's plans and curriculum, to be built and made available for loan to DPWs for workforce and Public Works awareness outreach. These activities would support NH's highway construction and maintenance workforce pipeline by building stronger partnerships consistent with FHWA's focus on Strategic Workforce Development.

- Develop and have produced booth setup components branded generically to represent the public works and highway construction/maintenance workforce in NH, including utilizing materials from FHWA's Strategic Highway Workforce initiative where appropriate. A customized and branded booth representing the industry in NH will help bring consistency and awareness through use, and help NH's public works agencies and DOT communicate the benefits of municipal and state employment.
- Develop a facilitator's guide to support borrower agencies in preparing for a career fair or similar event with the booth.
- UNH T2 will track who uses the booth, where, and how many visitors or students they are estimated to have engaged with during that time.
- Develop a total of six bridge-in-a-bag kits based upon MnDOT's BridgeUp! Program. These kits will be available for loan throughout the state of NH to schools in partnership with a public works or other industry representative.

D. Scope of Work: UNH T2 hosts the Local Technical Assistance Program (LTAP) which provides several key components/services to the municipalities and other state agencies in New Hampshire, including training and resources for highway teams. Through this funding, resources for public works and highway agencies will be developed to support their individual agency workforce recruitment and engagement efforts, as well as to champion and raise awareness of the public works and highway trades.

E. Deliverables Schedule: Develop booth components by October 1, 2024, to be ready for use by December 1, 2024. Construct bridge-in-a-bag kits to also be ready by December 1, 2024.

F. Budget and Invoicing Instructions:

Budget Items:

Salary and Wages: \$1,842

Fringe/Benefits: \$658

Supplies & Services: \$4,907

F&A: \$2,593

(budget items continued next page)

Campus Authorized Official KJ

Date 7/19/23

(budget items continued from prior page)

Project Total: \$10,000

Program Income: \$2,000

Total Sponsor Request: \$8,000

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, and shall document cumulative cost sharing through the end of the invoicing period. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date.

Campus Authorized Official KJ

Date 7/19/23

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

Campus Authorized Official KJ

Date 7/19/23