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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

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

Bureau of Human Resources
May 30, 2024

REQUESTED ACTION

Authorize the Department of Transportation to pay **Unencumbered, Retroactive, Sole Source** invoices to CMC & Associates (Vendor #208263), of 2713 Blairstone Ln., Tallahassee, FL, for an amount not to exceed \$20,023 for transportation specific training, retroactively effective from the date of January 10, 2024 through June 30, 2024, upon Governor and Council approval. 100% Federal Funds.

Funding available as follows:	<u>FY 2024</u>
04-96-96-960315-3027 Employee Training	
066-500543 Continuing Professional Education	\$20,023

EXPLANATION

This request is **Sole Source** as CMC & Associates is the official planning company for the American Association of State Highway and Transportation Officials (AASHTO) which is providing the training. Invoices were received at time of enrollment, however DOT was awaiting the training in the event of changes or cancelations, requiring this request to be **Retroactive**. Membership in AASHTO assists the New Hampshire Department of Transportation (NHDOT) in meeting its responsibility to address the transportation needs of the State of New Hampshire. This request is specifically for AASHTO's Leadership Development Series, including the AASHTO Management Institute and the AASHTO Executive Institute. The series offers **quality, professional, and content-relevant** training for those working in the field of transportation, regardless of where they are in their career. This specialized training is only provided by AASHTO and is specific to the field of transportation, and as such a substantially similar training is not offered by any other entity. This training is funded as part of the previously approved overall Department annual training and professional development program approved by Governor & Council on November 8, 2023 Item #37.

AASHTO is a non-profit, non-partisan association representing the 50-member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially an instrument of the agencies. AASHTO's activities involve the principal transportation modes, with its major purpose to foster the development, operation and maintenance of an integrated national transportation system.

The Department respectfully requests approval of this resolution.

Sincerely,

William J. Cass, PE
Commissioner

Attachments



2024 AASHTO Executive Institute

Michelle Winters & Alexis Martin
New Hampshire DOT
7 Hazen Drive
Concord, NH 03302

INVOICE
January 19, 2024
M. Winters: AEI24-01192024-0549-0504
A. Martin: AEI24-01192024-0546-0501

Order: VSNZPTNY4BH

Order Date: Friday, January 19, 2024
11:33 AM ET

Item	Price	Quantity	Amount
AEI Nominee (<i>Winters</i> #VSNZPTNY4BH)	\$3,785.00	1	\$3,785.00
AEI Nominee (<i>Martin</i> #GPN4TRKK3NH)	\$3,785.00	1	\$3,785.00
New Hampshire Department of Transportation	\$0.00	2	\$0.00
		Order Total	\$7,570.00

Make all checks payable to and mail to:

CMC & Associates

2713 Blairstone Lane Tallahassee, FL 32301
FEIN: 11-3652108

If you have any questions, please call (850) 224-7775

THANK YOU!



*William Cass, P.E.
Commissioner*

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**

G&C #37
DATE 11/8/23

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

Division of Policy and Administration
October 5, 2023

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court and

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

REQUESTED ACTION

Pursuant to RSA 9:16-a, authorize the Department of Transportation to transfer \$1,500,768 between various accounting units and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2025. 100% Federal Funds.

04-096-096-960315-3027	Current Budget FY2024	Requested Change FY2024	Revised Budget FY2024	Current Budget FY2025	Requested Change FY2025	Revised Budget FY2025
Employee Training						
Expenses:						
020 500200 Current Expense	\$3,266	\$51,425	\$54,691	\$1,425	\$51,425	\$52,850
026 500251 Organizational Dues	14,000	34,000	48,000	14,000	34,000	48,000
057 500534 Books Periodicals Subscriptions	275	5,000	5,275	75	5,000	5,075
066 500543 Employee Training	551,883	529,459	1,081,342	151,800	529,459	681,259
081 509081 Out of State Travel Reimbursement - Fed	21,607	130,500	152,107	8,000	130,500	138,500
Total	\$591,031	\$750,384	\$1,341,415	\$175,300	\$750,384	\$925,684
Source of Funds						
Revenue:						
000-409151 Federal Funds	\$591,031	\$750,384	\$1,341,415	\$175,300	\$750,384	\$925,684
Total	\$591,031	\$750,384	\$1,341,415	\$175,300	\$750,384	\$925,684

04-096-096-963515-3054	Current Budget FY2024	Requested Change FY2024	Revised Budget FY2024	Current Budget FY2025	Requested Change FY2025	Revised Budget FY2025
Consolidated Federal Aid						
Expenses:						
018 500106 Overtime	\$15,000	\$0	\$15,000	\$15,000	\$0	\$15,000

020 500200 Current Expense	46,011	0	46,011	46,000	0	46,000
023 500291 Heat Electricity Water	5,000	0	5,000	5,000	0	5,000
024 500225 Maint Other than Build-Gm	214,370	0	214,370	5,000	0	5,000
030 500311 Equipment New Replacement	1,008,633	0	1,008,633	55,000	0	55,000
037 500173 Technology-Hardware	31,665	0	31,665	6,000	0	6,000
038 500177 Technology-Software	8,043,998	0	8,043,998	3,376,861	0	3,376,861
046 500464 Consultants	72,705,943	0	72,705,943	17,205,558	0	17,205,558
060 500601 Benefits	21,381	0	21,381	3,257	0	3,257
065 500541 Board Expenses	40,000	0	40,000	40,000	0	40,000
066 500543 Employee Training	40,000	0	40,000	40,000	0	40,000
070 500704 In-State Travel Reimbursement	15,000	0	15,000	15,000	0	15,000
080 500710 Out of State Travel Reimbursement	15,000	0	15,000	15,000	0	15,000
400 500869 Construction Repair Materials	395,907,194	(750,384)	395,156,810	164,327,929	(750,384)	163,577,545
401 500877 Land Interest	50,278,385	0	50,278,385	14,073,725	0	14,073,725
Total	\$528,387,580	(\$750,384)	\$527,637,196	\$199,229,330	(\$750,384)	\$198,478,946
Source of Funds						
Revenue:						
000-409151 Federal Funds	\$493,121,887	(750,384)	\$492,371,503	\$191,729,330	(750,384)	\$190,978,946
005-402851 Private Local Funds	7,000,000	0	7,000,000	7,000,000	0	7,000,000
009-401771 Agency Income	1,017,290	0	1,017,290	500,000	0	500,000
00D-488544 Transfers from Other Agencies	2,800,000	0	2,800,000	0	0	0
000-000015 Highway Funds	24,448,403	0	24,448,403	0	0	0
Total	\$528,387,580	(\$750,384)	\$527,637,196	\$199,229,330	(\$750,384)	\$198,478,946

EXPLANATION

The Department requests authorization to transfer federal funds for training programs. This is an allocation of current federal funds to the training program recently authorized by the Federal Highway Administration (FHWA). The overall goal of the New Hampshire Department of Transportation's training program is to provide employee development and student outreach opportunities to attract and retain highly skilled workers in transportation fields. This is consistent with the national Infrastructure Investment and Jobs Act (IIJA). As the country struggles with low unemployment rates, we see this as an opportunity to strengthen the skills of our employees and enhance our outreach to encourage individuals to develop careers in transportation. Our program exists within the context of the Workforce Development to ensure skill gaps are filled and new technologies are implemented to perform our mission. The plan is based on meeting our needs to implement the ten-year plan.

Specific explanations relating to the Department's spending request are as follows:

Employee Training (3027) 100% Federal Funds

- Class 020 Increase Current Expense by \$102,850 for training materials.
Class 026 Increase Organizational Dues by \$68,000 for participation in professional groups and organizations.
Class 057 Increase Books Periodicals Subscriptions by \$10,000 for training materials.
Class 066 Increase Employee Training by \$1,058,918 for technical conferences, in-person and online courses.
Class 081 Increase Out of State Travel Reimbursement – Federal by \$261,000 for training related travel expenditures.

Consolidated Federal Aid (3054) 93.4% Federal Funds, 1.3% Private Local Funds, 0.2% Agency Income, 0.5% Transfers from Other Agencies and 4.63% Highway Funds

- Class 400 Decrease Construction Repair Material by \$1,500,768. Additional funds are available due to the timing of construction projects. This transfer will not impact the construction of any projects identified in the Ten-Year Plan.

The following is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

1. Does transfer involve continuing programs or one-time projects?
This transfer is for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?
This transfer is to increase existing program levels to provide relevant employee training that will assist the Department in providing necessary transportation services throughout the state. (increase in program level).
3. Cite any requirements, which make this program necessary.
RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing, and maintaining a state transportation network. This transfer will facilitate the accomplishment of this responsibility.
4. Identify the source of funds on all accounts listed on this transfer.
The source of funds are Federal Funds, Private Local Funds, Agency Income, Transfers from Other Agencies and Highway Funds.
5. Will there be any effect on revenue if this transfer is approved or disapproved?
This transfer will have no effect on revenue.
6. Are funds expected to lapse if this transfer is not approved?
No, Federal program funding is brought forward for use in future fiscal years as it is available for obligation from FHWA for four years from apportionment.
7. Are personal services involved?
This transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "William Cass". The signature is written in a cursive style with a large initial "W" and a long, sweeping underline.

William J. Cass, P.E.
Commissioner