

COMMISSIONER  
Jared S. Chicoine



DEPARTMENT OF ENERGY  
21 S. Fruit St., Suite 10  
Concord, N.H. 03301-2429

TDD Access: Relay NH  
1-800-735-2964

Tel. (603) 271-3670

FAX No. 271-1526

Website:  
[www.energy.nh.gov](http://www.energy.nh.gov)

DEPUTY COMMISSIONER  
Christopher J. Ellms, Jr.

August 27, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### REQUESTED ACTION

Authorize the New Hampshire Department of Energy (Department) to **retroactively** amend a **SOLE SOURCE** contract with Tri-County Community Action Program, Inc. (TCCAP), Berlin, NH, Vendor #177195, by extending the completion date from June 30, 2025, to September 30, 2025, effective upon Governor and Executive Council approval. The original contract was approved by the Governor and Executive Council on January 31, 2024, Item #66, amended on June 12, 2024, Item #5J and amended on June 4, 2025, Item #44. No additional funding is involved in this time extension. The contract amount is \$238,175. **100% Federal Funds.**

### EXPLANATION

This request is **retroactive** as the Department had requested a 90-day extension of this **SOLE SOURCE** grant from the US Department of Energy, but did not receive approval for it until June 9, 2025, which did not allow sufficient time to submit this item before it expired. The grant from the US Department of Energy had originally been set to expire on June 30, 2025. In addition, TCCAP has been able to replace these heating systems for less than originally projected, leaving funding available. Approval of this item will allow TCCAP to complete additional installations of heat pumps and spend down the remaining federal funds.

The Department applied for and received this competitively awarded Sustainable Energy Resources for Consumers (SERC) grant, funded through the USDOE's Weatherization Assistance Program. Per the Department's application and the terms of this award, funds will be used to install heat pump space heating systems in manufactured homes that currently use kerosene as their primary heating source, owned by low-income weatherization-eligible clients, to alleviate the issues associated with kerosene supplies. The Department estimates that the extension of this SERC grant award will contribute to the installation of heat pumps in approximately six additional homes in the TCCAP territory, which consists of Carrol, Coos, and Grafton Counties.

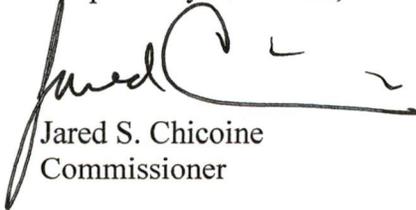
In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
August 27, 2025  
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The Department has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request.

TCCAP is a non-profit organization, and the Department has confirmed the vendor is registered and in good standing with the Department of Justice's Charitable Division.

Respectfully submitted,



Jared S. Chicoine  
Commissioner

### CONTRACT AMENDMENT #3

This Contract Amendment (Amendment) is entered into by and between the State of New Hampshire, acting by and through the New Hampshire Department of Energy (Department), 21 S. Fruit Street, Ste. 10, Concord, NH 03301, (hereinafter referred to as State) and Tri-County Community Action Program, Inc. (TCCAP), 30 Exchange Street, Berlin, NH 03570 (hereinafter referred to as the Contractor), collectively referred to as (the Parties).

WHEREAS, the Parties have entered into a contract, approved by the Governor and Executive Council on January 31, 2024, Item #66, amended on June 12, 2024, Item #5J and amended on June 4, 2025, Item #44 (hereinafter referred to as the Contract);

WHEREAS, the Parties desire to extend and amend the Contract as provided in this Amendment; and

WHEREAS, the Contract allows for amendments by an instrument in writing executed by both Parties;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Contract, and set forth herein, the Parties agree as follows:

1. P-37, Section 1.7, Completion Date: amend the existing Contract by deleting June 30, 2025, and inserting in place thereof September 30, 2025.
2. Exhibit B, Paragraph 2: amend the existing Contract by deleting June 30, 2025, and inserting in place thereof September 30, 2025.
3. Exhibit D, Page 2: amend the period covered by this certification to read "Upon Governor and Council approval through September 30, 2025."
4. Exhibit E, Page 1: amend Contract Period covered by this certification to read "Upon G&C approval through September 30, 2025."
5. This Amendment hereunder shall become effective retroactive to July 1, 2025, upon approval by the New Hampshire Governor and Executive Council.
6. Except as specifically amended and modified by the terms and conditions of this Amendment, the Contract and the obligations of the Parties hereunder, shall remain in full force and effect with the terms and conditions set forth herein.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the dates below.

**Tri-County Community Action Program, Inc.**

By: Randall Piote  
Print Name and Title Randall Piote, CFO

Date: 7/24/25

**STATE OF NEW HAMPSHIRE  
Department of Energy**

Jared S. Chicoine  
Jared S. Chicoine, Commissioner

Date: 7/24/25

**Approval by the Office of the Attorney General (Form, Substance and Execution)**

[Signature]  
Print Name and Title

Date: 7/24/2025

**Approval by the Governor and Executive Council**

G&C Meeting Date: \_\_\_\_\_

G&C Item #: \_\_\_\_\_

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COMMISSIONER  
Jared S. Chicoine



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DEPUTY COMMISSIONER  
Christopher J. Ellms, Jr.

DEPARTMENT OF ENERGY  
21 S. Fruit St., Suite 10  
Concord, N.H. 03301-2429

June 4, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Energy (Department) to amend the contract with Tri-County Community Action Program, Inc. (TCCAP), Berlin, NH, Vendor #177195, by increasing the price limitation by \$6,000, from \$232,175 to \$238,175 for the Weatherization Assistance Program's Sustainable Energy Resources for Consumers grant, effective upon Governor and Executive Council approval through June 30, 2025. The original contract was approved by the Governor and Executive Council on January 31, 2024, Item #66 and amended on June 12, 2024, Item #5J. There is no time extension being requested for this contract. **100% Federal Funds.**

Funds are available in the accounting unit, Low Income Weatherization, as follows:

02-52-52-520510-33560000-074-500587

FY 2025  
\$6,000

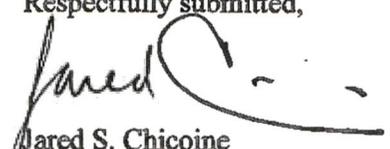
**EXPLANATION**

The Department applied for and received this competitively awarded Sustainable Energy Resources for Consumers (SERC) grant, funded through the USDOE's Weatherization Assistance Program. Per the Department's application and the terms of this award, funds will be used to install heat pump space heating systems in manufactured homes that currently use kerosene as their primary heating source, owned by low-income weatherization-eligible clients, to alleviate the issues associated with kerosene supplies. The Department estimates that this SERC grant award will contribute to the installation of heat pumps in approximately eight homes in the TCCAP territory, which consists of Carrol, Coos, and Grafton Counties.

The Department is requesting an additional \$6,000 to allow for the SERC funds to be fully spent out in PY24.

In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,

  
Jared S. Chicoine  
Commissioner

STATE OF NEW HAMPSHIRE

COMMISSIONER  
Jared S. Chicoine

DEPUTY COMMISSIONER  
Christopher J. Elms, Jr.



DEPARTMENT OF ENERGY  
21 S. Fruit St., Suite 10  
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June 12, 2024

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Energy (Department) to amend a **SOLE SOURCE** contract with Tri-County Community Action Program, Inc., Berlin, NH, Vendor #177195, by extending the expiration date from June 30, 2024, to June 30, 2025, for the Weatherization Assistance Program's Sustainable Energy Resources for Consumers grant, effective upon Governor and Executive Council approval. The original contract was approved by the Governor and Executive Council on January 31, 2024, Item #66. No additional funding is requested. **100% Federal Funds.**

**EXPLANATION**

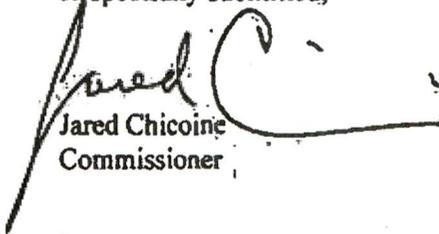
This contract is **SOLE SOURCE** because of U.S. Department of Energy's (USDOE) grant guidance (10 CFR 440.15) giving Community Action Agencies preferred status for the W AP due to their non-profit status, their role providing a range of services to clients eligible for WAP, and their historical performance delivering W AP.

The Department applied for and received this competitively awarded Sustainable Energy Resources for Consumers (SERC) grant, funded through the USDOE's Weatherization Assistance Program. Per the Department's application and the terms of this award, funds will be used to install heat pump space heating systems in manufactured homes that currently use kerosene as their primary heating source, owned by low-income weatherization-eligible clients, to alleviate the issues associated with kerosene supplies. The Department estimates that this SERC grant award will contribute to the installation of heat pumps in approximately 8 homes in the Tri-County Community Action territory, which consists of Carrol, Coos, and Grafton Counties.

The Department is requesting this extension to allow for the SERC funds to be fully spent out in PY24.

In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,

  
Jared Chicoine  
Commissioner

STATE OF NEW HAMPSHIRE

66

jt

COMMISSIONER  
Jared S. Chicone

DEPUTY COMMISSIONER  
Christopher J. Elms, Jr.



DEPARTMENT OF ENERGY  
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January 31, 2024

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Energy (Department) to enter into a **SOLE SOURCE** contract with Tri-County Community Action Program, Inc., Vendor #177195, Berlin, NH, in the amount of \$232,175 for the federal Weatherization Assistance Program (WAP) effective upon Governor and Executive Council approval through June 30, 2024. **100% Federal Funds.**

Funds are available in the accounting unit Low Income Weatherization as follows:

02-52-52-520510-33560000-074-500587 Grants for Pub Assist & Relief. FY 2024 \$232,175

**EXPLANATION**

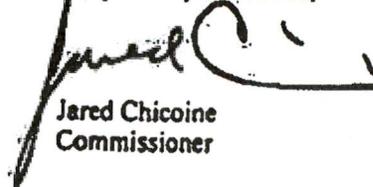
This contract is **SOLE SOURCE** because of U.S. Department of Energy's (USDOE) grant guidance (10 CFR 440.15) giving Community Action Agencies preferred status for the WAP due to their non-profit status, their role providing a range of services to clients eligible for WAP, and their historical performance delivering WAP. In addition, the terms of this competitively awarded grant require the Department to contract with Tri-County Community Action Program, Inc. for this award.

The Department applied for and received this competitively awarded Sustainable Energy Resources for Consumers (SERC) grant, funded through the USDOE's WAP. Per the Department's application and the terms of this award, funds will be used to install heat pump space heating systems in manufactured homes that currently use kerosene as their primary heating source, owned by low-income weatherization-eligible clients, to alleviate the issues associated with kerosene supplies. The Department estimates that this SERC grant award will contribute to the installation of heat pumps in approximately eight homes in the Tri-County Community Action territory, which consists of Carrol, Coos, and Grafton Counties.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
January 31, 2024  
Page 2 of 2

In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jared Chicoine", with a large, stylized flourish extending to the right.

Jared Chicoine  
Commissioner