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Jared S. Chicoine

DEPUTY COMMISSIONER  
Christopher J. Ellms, Jr.



DEPARTMENT OF ENERGY  
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44

March 25, 2026

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

March 25, 2026

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

### **REQUESTED ACTION**

Authorize the New Hampshire Department of Energy (Department) to enter into a **SOLE SOURCE** cooperative project agreement with the Community College System of New Hampshire (CCSNH), Concord, NH, Vendor #216952, pursuant to the Master Agreement for Cooperative Projects between the State of New Hampshire and CCSNH dated June 8, 2015, for an amount not to exceed \$1,257,970, to manage the Training for Residential Energy Contractors (TREC) Program on behalf of the Department effective upon Governor and Executive Council approval through November 30, 2026. **100% Federal Funds.**

Funding is available in the account TREC, as follows:

02-52-52-520510-56240000-102-500731  
Contracts for Program Services

FY 26  
\$1,257,970

### **EXPLANATION**

The Department is pursuing a **sole source** strategy due to the specialized expertise needed to create curricula that meet the unique demands of this training initiative. The CCSNH, which is fully accredited and serves over 1,200 students annually across 11 locations, stands out as the ideal local partner to enhance education that directly supports this workforce. By leveraging its existing programs and infrastructure, CCSNH is well-positioned to work with the Department to ensure that funding is utilized efficiently, allowing a larger share to be directed toward worker training rather than the development of new systems.

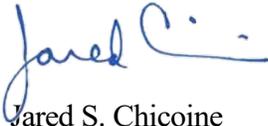
The contractor will develop curricula, hire instructors, and partner with local industries to implement certification programs related to energy audits, essential job skills, weatherization, heat pumps, and electrical work in order to successfully support the implementation of New Hampshire's Inflation Reduction Act (IRA) residential rebate programs.

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
March 25, 2026  
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In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Your consideration of this request is appreciated.

Respectfully submitted,



Jared S. Chicoine  
Commissioner

**COOPERATIVE PROJECT AGREEMENT**  
between the  
**STATE OF NEW HAMPSHIRE, Department of Energy**  
and the  
**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Energy**, (hereinafter "State"), and the **Community College System of New Hampshire** (hereinafter "CCSNH" or "Contractor"), for the purpose of undertaking a project of mutual interest. This Cooperative Project, involving a consortium made up of the seven community colleges in CCSNH and the Thompson School of Applied Sciences at the University of New Hampshire, shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015, 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 **November 30, 2026**. If the provision of services by CCSNH precedes the Effective date, all services performed by CCSNH shall be performed at the sole risk of CCSNH and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay CCSNH for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date, and within the grant period, 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: Training for Residential Energy Contractors (TREC)

- 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: Paige Relf  
Address: NH Dept. of Energy  
21 S. Fruit St., Ste. 10, Concord, NH 03301  
Phone: 603-271-9440

**CCSNH Project Administrator**

Name: Mckenzie Harrington  
Address: CCSNH  
26 College Dr.  
Concord, NH 03301  
Phone: (603) 230-3547

- 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: Paige Relf  
Address: NH Dept. of Energy  
21 S. Fruit St., Ste. 10, Concord, NH 03301  
Phone: 603-271-9440

**CCSNH Project Director**

Name: Stephen G. Tucker, Jr  
Address: CCSNH  
26 College Dr.  
Concord, NH 03301  
Phone: 603-366-5329

F. Total Federal funds in the amount of \$1,257,970 from U.S. DOE Award # DE-SE0000785 awarded on 12/1/24 (TREC ALN # 81.041) have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse CCSNH for costs exceeding the amount specified in this paragraph.

Check if applicable

CCSNH will cost-share \_\_\_\_\_ % of total costs during the term of this Project Agreement.

Federal funds paid to CCSNH under this Project Agreement are from Grant Agreement No. DE-SE0000785 from Training for Residential Energy Contractors under ALN# 81.041. Federal regulations required to be passed through to CCSNH as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015, are attached to this document as Exhibit B through F, 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 Community College System of New Hampshire dated June 8, 2015 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 CCSNH 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 CCSNH 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 Community College System of New Hampshire and the State of New Hampshire, **Department of Energy** have executed this Project Agreement.

**By An Authorized Official of:**  
Community College System of New Hampshire  
Name: MARK RUBINSTEIN  
Title: Chancellor  
Signature and Date: [Signature] 2-26-26

**By An Authorized Official of:**  
**Department of Energy**  
Name: Jared S. Chicone  
Title: Commissioner  
Signature and Date: [Signature] 2/27/2026

**By An Authorized Official of:** the New Hampshire Office of the Attorney General  
Name: Joshua Harrison  
Title: Asst. Attorney General  
Signature and Date: [Signature] March 6, 2026

**By An Authorized Official of:** the New Hampshire Governor & Executive Council  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. Project Title:** Training for Residential Energy Contractors (TREC)
- B. Project Period:** Effective upon Governor and Council approval through 11/30/26
- C. Objectives:** To provide services to implement the Training for Residential Energy Contractors (TREC).
- D. Scope of Work:**
1. The Contractor agrees to provide services to implement the Training for Residential Energy Contractors (TREC) as detailed in the scope of services. The main institution within the CCSNH system responsible for executing the TREC program will be Lakes Region Community College (LRCC) located in Laconia. While collaboration with other campuses in the CCSNH network may occur to facilitate training and engage with underserved communities in their respective regions, LRCC will serve as the principal implementer of the TREC initiative.
  2. The Contractor shall operate under the published guidance of the U.S. Department of Energy (U.S. DOE) and in collaboration with Department staff to manage all training activities financed with TREC funding. As provided in 2 CFR 200.308(g)(2), the Department must provide the U.S. Department of Energy with written notice in advance if it intends to utilize a one-time, no-cost extension of this award. The Department must submit this notification in writing to the Grants Officer and U.S. DOE Project Officer at least 10 days before the end of the current budget period. This paragraph does not preclude the federal agency from approving further no-cost extensions to the federal award.
  3. The Contractor's specific responsibilities encompass, but are not limited to, the following tasks.
    - a. The Contractor shall train, test and certify residential energy efficiency and electrification contractors.
    - b. The Contractor is responsible for developing curricula, hiring instructors, and partnering with local industries to implement certification programs related to energy audits, essential job skills, weatherization, heat pumps, and electrification in order to successfully support the implementation of New Hampshire's IRA residential rebate programs.
    - c. The Contractor may collaborate with other local funding sources in relation to tuition cost-sharing and leverage industry-recognized credentials and badges to develop different levels of certification placement (entry-level, intermediate, etc.).

**E. Deliverables Schedule:**

The Contractor commits to delivering necessary performance tracking metrics as needed. These metrics may include, but are not limited to, planned activities, financial expenditures, training results, job outcomes, community benefits, and levels of community engagement. Additionally, the Contractor will supply the required data sets to fulfill all reporting obligations, which encompass areas such as financial conflicts of interest, demographic information, tangible personal property, incurred costs, audits, historical preservation, and compliance with National Environmental Policy Act (NEPA).

**F. Budget and Invoicing Instructions:**

In consideration of the satisfactory performance of the Services, the Department agrees to pay the Contractor in total, the sum of:

\$1,257,970.00 (which hereinafter is referred to as the "Contracted Amount").

U.S. DOE Award # DE-SE0000785; Federal Award Date: 12/1/2024  
TREC ALN # 81.041  
Community College System of New Hampshire

Contractor Initials ML Date 2-26-26  
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1. Drawdowns from the total contracted amount will be paid to the Contractor only after written documentation of cash need is submitted to the Department. Disbursement of the contracted amount shall be made in accordance with the procedures established by the State and limited to minimum amounts needed; and be timed to be in accordance with the actual, immediate cash requirements of the Contractor in carrying out the purpose of the program.
2. Contractor shall submit a payment request to the Department for each month of the contract period. Payment requests from Contractor shall be received at the Department no later than the 15<sup>th</sup> day of each month, or the first business day following the 15<sup>th</sup> day.
  - a. Invoices will be sent to the Federal Funds Program Specialist, Paige Relf, by email [paige.n.relf@energy.nh.gov](mailto:paige.n.relf@energy.nh.gov).
  - b. Backup for invoices should be submitted showing proof of work that has been completed.
3. Complete documentation to support invoices shall be maintained by the Contractor for no less than three years as required under federal regulation. The Contractor is solely responsible for paying any disallowed costs associated with the misappropriation of federal funds and/or costs expended that the Contractor is not able to sufficiently support with expenditure backup documentation upon request for up to three years commencing the contract end date.
4. All obligations of the Department, including the continuance of any payments, are contingent upon the availability and continued appropriation of Federal funds for the services to be provided.

## EXHIBIT B FUNDING SOURCE

This Project Agreement is funded under a Grant Agreement to New Hampshire from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between State and CCSNH, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER ENERGY, 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 CCSNH; 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  **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.**

## EXHIBIT C SPECIAL PROVISIONS

1. The legally binding and enforceable documents under this contract include 2 CFR 200 as amended by 2 CFR 910 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and Section 40502 of Infrastructure Investment and Jobs Act. The New Hampshire Department of Energy (Department) reserves the right to use any legal remedy at its disposal including, but not limited to, disallowance of costs, withholding of funds, suspension of agency personnel, disbarment of agency personnel, disbarment of agencies and/or subcontractors from present or future contracts, and such other legal remedies as determined to be appropriate by the New Hampshire

Department of Justice in the enforcement of rules and regulations pertaining to the Section 40502 of Infrastructure Investment and Jobs Act.

2. The costs charged under this contract shall be determined as allowable under the cost principles detailed in 2 CFR 200 Subpart E – Cost Principles.
3. Program and financial records pertaining to this contract shall be retained by the Contractor for three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as stated in 2 CFR 200.334-338 – Retention Requirements for Records.
4. During the duration of the contract the Contractor and any subcontractors must maintain a valid and active Unique Entity Identifier (UEI) registration in SAM.gov.
5. This is not a Research and Development (R&D) award. The Contractor's indirect costs rate is 35 percent.
6. The Contractor agrees to both scheduled and unscheduled monitoring activities (audits) with a minimum of one onsite visit annually.
7. The State hereby authorizes the Contractor to utilize Lakes Region Community College as a subcontractor, at the rates specified in the Contractor's Proposal, at the Contractor's sole expense, and the State will reimburse the Contractor for the cost of its subcontractor's services. The Contractor must make timely payments to subcontractors in accordance with federal regulations. The State will not pay any subcontractor directly for its services to the Contractor. The amount to be paid to the Contractor, including the amounts paid for services provided to the Contractor by any permitted subcontractor, shall not exceed the Price Limitation listed on Exhibit A Section F Budget and Invoicing Instructions.
8. The Contractor agrees to provide 30 days' notice for any change in subcontractors not already approved by U.S. DOE.
9. The Department shall have the right to issue periodic notices, memos, and updated reporting forms and information.
10. Contractor shall notify Department of any media inquiries and responses and copies of published media clippings and broadcasts. The Department shall have the right to participate in any meetings with media.
11. The Department shall have the right to publicize progress of this program.
12. Intellectual Property - Intellectual property rights are subject to 2 CFR 200.315 (e.g. institution of higher education or nonprofit organizations) or 2 CFR 910.362 (e.g. for-profit).
13. PROCUREMENT. Contractor and subcontractor shall comply with all provisions of 2 CFR 200 Subpart D – Post Federal Award Requirements – Procurement Standards, with special emphasis on financial procurement (2 CFR 200 Subpart F – Audit Requirements) and property management (2 CFR 200 Subpart D – Post Federal Award Requirements – Property Standards).
14. CLOSE OUT OF CONTRACT. All final required reports and reimbursement requests shall be submitted to the State within 60 days of the closeout date.

**EXHIBIT D**  
**U.S. Department of Energy**  
**Assurance of Compliance Nondiscrimination in Federally Assisted Programs**  
**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. DOE, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

**Community College System of New Hampshire** (Hereinafter called the "Contractor") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1975 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Contractor agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Contractor receives Federal assistance from the U.S. DOE.

**Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Contractor by the U.S. DOE, this assurance obligates the Contractor for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Contractor for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Contractor for the period during which the Federal assistance is extended to the Contractor by the U.S. DOE.

**Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Contractor's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Contractor agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

**Subrecipient Assurance**

The Contractor shall require any individual, organization, or other entity with whom it subcontracts, sub-grants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the sub-recipient shall be required to sign a written assurance form; however, the obligation of both recipient and sub-recipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

**Data Collection and Access to Records**

The Contractor agrees to compile and maintain information pertaining to programs or activities developed as a result of the Contractor's receipt of Federal assistance from the U.S. DOE. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the U.S. DOE to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Contractor agrees to submit requested data to the U.S. DOE regarding programs and activities developed by the Contractor from the use of Federal assistance funds extended by the U.S. DOE. Facilities of the Contractor (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Contractor's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the U.S. DOE specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Contractors by the U.S. DOE, including installment payments on account after such date of application for Federal assistance which are approved before such date. The Contractor recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Contractor, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Contractor.

**Contractor Certification**

The Contractor certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Contractor upon written request to the Department).

Representative Name and Title: Marce Rubinstein, Chancellor

Signature:  Date: 2-26-20

Contractor name, address, phone number:

Community College System of NH  
Lakes Region Community College  
379 Belmont Road  
Laconia, NH 03246  
(603) 524-3207

**EXHIBIT E**

**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND  
TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$30,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$30,000 or more. If the initial award is below \$30,000 but subsequent grant modifications result in a total award equal to or over \$30,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

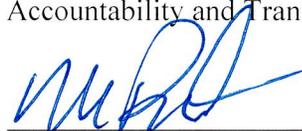
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / ALN program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principal place of performance
- 9) Unique identifier of the entity (UEI#)
- 10) Total compensation and names of the top five executives if:
  - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - b. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the Department and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

  
Contractor Representative Signature

MARK RUBINSTEIN, Chancellor  
Authorized Contractor Representative Name & Title

CCSNH  
Contractor Name

26 February 2026  
Date



**EXHIBIT F**  
**CERTIFICATION REGARDING NHPA and NEPA COMPLIANCE**

The Contractor agrees to comply with the provisions of the National Environmental Policy Act (NEPA) 42 U.S.C. §4321 et seq., rules promulgated thereunder (40 CFR Parts 1500-1508), guidance documents issued by the Office of Management and Budget or the U.S. DOE, the Department executed Historic Preservation Programmatic Agreement, and U.S. DOE Office of Energy Efficiency and Renewable Energy (EERE) NEPA Determination GFO-IRA-ALRD 50123-001 (NEPA Determination – TREC).

The Contractor agrees to assure compliance with Section 106 of the National Historic Preservation Act (NHPA) and the Department executed Historic Preservation Programmatic Agreement prior to authorizing the use of funds.

The Contractor agrees that it will fund “Allowable Activities” pursuant to the NEPA Determination GFO- IRA-ALRD 50123-001 which include:

Administrative, organizational, planning and outreach efforts, including:

1. Residential Energy Workforce Needs Assessment
  - a. Provide a statement of need that clearly articulates the current supply of qualified skilled energy efficiency workers compared to the projected future demand. (U.S. DOE encourages States to partner with State Workforce Agencies to conduct a gap analysis to identify the labor supply needed to meet the labor demands.)
  - b. Indicate the program(s) for which the State will use CTG funds to prepare a skilled energy efficiency workforce. Programs could include the following:
    - i. Inflation Reduction Act Home Energy Performance- Based, Whole House Rebate Program (HOMES); and/or
    - ii. Home Electrification and Appliance Rebate Program (HEAR); and/or
    - iii. Other existing or planned federal, state, and utility-funded incentives and financing programs, as resources exist.
  - c. Identify existing programs, within a state’s jurisdiction, that meet residential energy contractor and worker needs, including a list of organizations currently provide training, credentialing, and/or wrap around services; and
  - d. Present labor market information produced by federal or state departments of labor, as well as other sources, including current rates of employment in key occupations and forecasts of growing or declining industries and wage distributions across relevant occupations.
  - e. Provide at least one of the following:
    - i. An assessment of residential and commercial energy auditor availability and readiness.
    - ii. A skills assessment report in existing education and training programs, such as on new energy technologies, latest best practices, or newly launching programs.
2. Participant Outreach, Engagement, and Service Plan
  - a. Outline how the funds will be used to serve participants from at least one of the following audience(s):
    - i. New workers, especially from disadvantaged communities, for

- recruitment and training:
      - ii. Incumbent workers for upskilling and retraining;
      - iii. New or existing residential energy contractors for training on leadership, entrepreneurship, business management, financial management, responsible contracting, and/or other relevant skills;
  - b. Identify what methods were used to determine the need to target the selected audience(s); and
  - c. List the organizations that will be involved in identifying and recruiting potential participants, including labor and community-based groups.
- 3. Partnership Collaboration/Business Services and Employer Engagement / Labor Organization Plan
  - a. Identify potential partners that can create and support the program activities, including contributing leveraged resources; recruiting participants; creating new curriculum and/or utilizing already established curriculum; training participants; offering on-to-job training; providing credentialing; offering wrap around services among other applicable activities. Potential partners can include the following, but they are not limited to:
    - i. Workforce investment boards
    - ii. Community-based organizations
    - iii. Qualified service and conservation corps
    - iv. State and local veterans' agencies
    - v. Small businesses and their associations
    - vi. Utilities and their associations
    - vii. Coalitions
    - viii. Labor organizations
    - ix. Veterans service organizations
    - x. State service commissions
    - xi. Workforce development providers
    - xii. Faith-based Organization
    - xiii. Non-Profit Organizations
    - xiv. Educational institutions, including but not limited to:
      - 1. Accredited, two-year, public community colleges and four-year, universities
      - 2. Accredited, public two- and four-year historically black colleges and universities; Hispanic-serving-institutions; and accredited tribally controlled colleges and universities
      - 3. Short-term career training providers
      - 4. Vocational schools
  - b. Obtain a signed commitment from partners in the form of a memorandum of understanding which formalizes the relationship between each party including the operating budget and each partners contributions to meet the match requirement.
  - c. Establish subaward to successfully operate the grant.
  - d. Describe the methods that were used to allocate indirect costs.
  - e. Explain how applicant engages in employer-driven partnerships of industry, education and training, and other stakeholders that focus on the workforce needs of key industries in a regional labor market to develop sector strategies.
  - f. Provide action plan to maintain effective communication and equal participation between partners.

4. Administrative Activities
  - a. Develop three to five strategic objectives that aligns program funds to identified workforce needs: (At least one or more objectives must focus on how program funds benefit workers and businesses in disadvantaged communities.)
  - b. Define the metrics used to measure performance of strategic objectives;
  - c. Explain activities that will incentivize workers and/or employers to pursue skills development and integration of applicable skills into existing workflows; and
  - d. Describe the plan for meeting workforce training needs after CTG funding is expended.
  - e. Administrative activities associated with management of the designated State Energy Office and management of programs and strategies in support of CTG activities.
  - f. Development and implementation of outreach strategies to encourage CTG participation.
  - g. Development and implementation of programs and strategies to encourage CTG participation such as policy development and stakeholder engagement.
  
5. Program implementation: Train and certify energy efficiency contractors to deliver commercially available energy efficiency or electrification upgrades. Training would include classroom and field work, for activities listed below being completed in homes and are limited to:
  - a. Residential energy assessments and audits
  - b. Residential energy efficiency and electrification measures – limited to those funded by the Home Energy Rebate programs (IRA Sections 50121 and 50122) and defined below. This includes funding commercially available energy or energy/water efficiency upgrades, provided that projects adhere to the requirements of the respective state’s DOE executed Historic Preservation Programmatic Agreement, and are installed in existing buildings, without ground disturbance beyond placement of a slab for heating and/or cooling units adjacent to the foundation of a building, do not require structural reinforcement, no trees are removed or trimmed, are appropriately sized, and are limited to:
    - i. Insulation applied to building structures, ducts, hot water heater tanks, and heating pipes.
    - ii. Installation of air sealing materials, weather stripping and/or other weather sealing materials on building structures and/or ducts.
    - iii. Installation of new or improvement to existing ventilation systems.
    - iv. Installation of programmable and smart thermostats.
    - v. Installation of energy efficient lighting.
    - vi. Upgrading, retrofitting, tuning, repairing, and/or replacing of existing heating, ventilation, and air conditioning (HVAC) equipment.
    - vii. Repairing and/or replacing water heating system equipment.
    - viii. Installation of energy or water monitoring and control systems.
    - ix. Retrofitting, repairing, and/or replacing of windows and doors, including installation of energy efficient storm windows and energy-saving window attachments.
    - x. Installation of new appliances or replacement of existing home appliances with more efficient appliances that are powered through either the same fuel source or electric power.
    - xi. Electric load service center/electric panel upgrades.

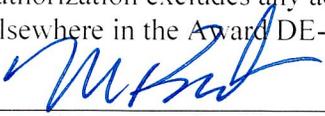
- xii. Electric wiring upgrades to accommodate home electrification and electric load service center/electric panel upgrades.

The restrictions of the Allowable Activities are as followed:

1. This NEPA Determination only applies to activities funded by the IRA 50123 State-Based Home Energy Efficiency Contractor Training Grants Program Administrative and Legal Requirements Document.
2. Activities not listed under "Allowable Activities" including ground disturbing activities beyond placement of a slab for heating and/or cooling units adjacent to the foundation of a building, tree removal and tree trimming, are subject to additional NEPA review and approval by U.S. DOE. For activities requiring additional NEPA review, Recipients must complete the environmental questionnaire found at <https://www.eere-pmc.energy.gov/NEPA.aspx> and receive notification from U.S. DOE that the NEPA review has been completed and approved by the Contracting Officer prior to initiating the project or activities.
3. This authorization does not include activities where the following elements exist: extraordinary circumstances; cumulative impacts or connected actions that may lead to significant effects on the human environment; or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to a particular project.
4. Recipients must identify and promptly notify U.S. DOE of extraordinary circumstances, cumulative impacts or connected actions that may lead to significant effects on the human environment, or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to project activities.
5. Recipients must have a U.S. DOE executed Historic Preservation Programmatic Agreement and adhere to the terms and restrictions of its U.S. DOE executed Historic Preservation Programmatic Agreement. U.S. DOE executed historic preservation programmatic agreements are available on the website: <https://www.energy.gov/scep/historic-preservation-executed-programmatic-agreements>.
6. Activities on tribal lands or tribal properties are restricted to homes/buildings less than forty-five (45) years old and without ground disturbance beyond placement of a slab for heating and/or cooling units adjacent to the foundation of a building. Recipients may contact their Project Officer for a Historic Preservation Worksheet to request a review of activities that are listed below on tribal homes/buildings forty-five (45) years and older. Review by a U.S. DOE NEPA Specialist and approval from U.S. DOE is required prior to initiating activities reviewed on a Historic Preservation Worksheet.
7. Most activities listed under "Allowable Activities" are more restrictive than the Categorical Exclusion. The restrictions listed in the "Allowable Activities" must be followed.

Recipients are responsible for reviewing the online NEPA and Historic preservation PowerPoint trainings at [www.energy.gov/node/4816816](http://www.energy.gov/node/4816816) and contacting NEPA with any questions [GONEPA@ee.doe.gov](mailto:GONEPA@ee.doe.gov).

This authorization excludes any activities that are otherwise subject to a restriction set forth elsewhere in the Award DE-SE0000785.

	<i>MARU RUBINSTEIN, Chancellor</i>
Contractor Representative Signature	Authorized Contractor Representative Name & Title
<i>Community College System of NH</i>	<i>26 February 2026</i>
Contractor Name	Date