



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Handwritten initials: W.S. and S.A.M.

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Office of Federal Compliance
April 28, 2017

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 two individual sole-source Cooperative Project Agreements with the University of New Hampshire (UNH) of Durham, NH (vendor #177867) for a total of \$20,000.00 for Cooperative National Summer Transportation Institute with UNH Tech Camps in Fiscal Year 2018 to be effective upon Governor and Council approval through December 31, 2017. 100% Federal Funds.

Funding is contingent upon availability and continued appropriation of funds for FY 2018.

Table with 2 columns: Description and FY 2018 amount. Row 1: 04-96-96-963515-3054 Consolidated Federal Aid. Row 2: 102-500731 Contracts for Program Services \$20,000

EXPLANATION

The action requested is in furtherance of a long-standing cooperative relationship between the Department of Transportation and the University of New Hampshire. The Department of Transportation will expend funds through a sole-source Cooperative Project Agreement with the UNH Sponsored Programs Administration by partnering with two established and highly successful Summer Tech Camps at the University of New Hampshire. The specialized intent of this educational initiative and UNH's established and successful Tech Camps make them uniquely suited to perform this work. To address the need of a diverse workforce in the 21st century and to promote greater awareness of career opportunities within the transportation industry, the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) have established various educational initiatives. The National Summer Transportation Institute (NSTI), championed by FHWA's Office of Civil Rights, its Division Offices, State Transportation Agencies (STA's), public/private partnerships, community-based organizations (CBOs) and accredited colleges, community colleges, and universities, remains one of the nation's premiere transportation-centered educational programs.

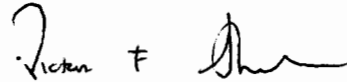
The purpose of the NSTI is to promote national awareness of science, technology, engineering and math (STEM) educational and career opportunities among disadvantaged and at-risk middle and high school students by offering grant funded tuition costs. FHWA is the funding and governing agency for the NSTI, and formally established the program as a recognized educational initiative in 1998. The FHWA's Office of Civil Rights and Division Offices manage the NSTI and oversee the work of State DOT's who are responsible for providing technical assistance, guidance, training and support to participating institution's host sites.

The University of New Hampshire (UNH) has been offering two Tech Camps for the last several years: the UNH Engineeristas is a one-week camp experience for girls entering grades six and seven and the UNH Tech Camp which is a coed camp that runs for two weeks. Both Tech Camps are outreach programs offered by the UNH College of Engineering & Physical Science (CEPS). These programs are designed to introduce and expose students to the world of engineering and technology. The camps engage young people in grades six through ten in problem solving and hands-on activities as they interact with all areas of science, technology, engineering and mathematics (STEM).

The Department of Transportation will continue to partner with the already established and highly successful UNH Tech Camps for a total amount of \$20,000 (\$5,279.00 for the Engineeristas Camp and \$14,721.00 for the Coed Tech Camp) to establish a New Hampshire Summer Transportation Institute 2017 (NHSTI). With free tuition and residential costs, New Hampshire students who may be disadvantaged or at risk, will have the opportunity to participate in various STEM and transportation related activities. Having first-hand experience on a college campus may inspire New Hampshire students to pursue higher education and careers in transportation.

The Agreements have been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available and there is no match requirement for funding. Copies of the fully executed agreements are on file at the Secretary of State's Office and the Department of Administrative Services' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Sincerely,

A handwritten signature in black ink, appearing to read "Victoria F. Sheehan", followed by a small cross-like symbol and another signature.

Victoria F. Sheehan
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 **12/31/17**. 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: **NH Tech Camp-Co-Ed**

- 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: Ronnicann Rakoski
Address: John O. Morton Building
7 Hazen Drive, Room
Concord, NH 03302-0483
Phone: 603-271-3491

Campus Project Administrator

Name: Cheryl Moore
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824
Phone: 603-862-1992

- 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: John Ankenbrock
Address: John O. Morton Building
7 Hazen Drive, Room
Concord, NH 03302-0483
Phone: 603-271-2467

Campus Project Director

Name: Carmela Amato-Wierda
Address: University of New Hampshire
Materials Science
33 Academic Way
Durham, NH 03824
Phone: 603 862-2526

F. Total State funds in the amount of \$14,721 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 13 % 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 **Highway Planning & Construction** under CFDA# **20.205**. 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, _____ have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Karen M. Jensen
Title: Manager, Sponsored Programs Administration
Signature and Date: [Signature] 5/9/17

By An Authorized Official of:
Department of Transportation
Name: Frances Buczynski
Title: Director of Policy & Admin
Signature and Date: [Signature] 5/22/17

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Dianne Martin
Title: Assistant Attorney General
Signature and Date: [Signature] 6/5/17

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

EXHIBIT A

- A. Project Title:** UNH Tech Camp-Techsplorers and Techventures Programs • July 17, 2017– July 28, 2017
- B. Project Period:** May 1, 2017 - December 31, 2017
- C. Objectives:** The 2017 NSTI-NH Coed program offers two one-week experiences designed to introduce boys and girls in grades 6, -10 to several programs focusing on all areas of STEM - Science, Technology, Engineering and Mathematics, and transportation related fields with an emphasis on how engineering supports the application of scientific principles, problem solving using tools and technology through teamwork. The team projects serve to build teamwork and communication skills while fostering creative problem solving and a sense of self confidence. Each year campers take field trips to engineering facilities and engaged in a variety of projects related to the different areas presented during camp. During the second week of the 2017 NSTI-NH Coed program, the campers will be involved in a week long transportation related project. Included in the project will be the pouring and testing of concrete cylinders, construction and testing of model bridges, and a visit to several laboratories at the NH Department of Transportation.
- D. Scope of Work:** The NSTI-NH Coed will recruit eight (8) campers (boys and girls) entering grades 6, 7, and 8 to be part of the one-week Techsplorers (Sunday through Friday) residential UNH experience, AND another eight (8) campers (boys and girls) entering grades 7-10 to be part of the one-week Techventures (Sunday through Friday) residential UNH experience. There will be 16 (16) scholarships covering all of the costs associated with attending the program, (food, housing, counselors, project leaders, supplies, etc.). Applicants from public, private and home schools will be required to submit an application, a statement of interest in Transportation and/or Science, Technology, Engineering and Math and a letter supporting their application from a teachers, guidance counselor, parent, or relative that can speak about their interests and activities related to engineering and technology.
- E. Deliverables Schedule:** The project director of this grant/program ensures that the students participate in a daily evaluation of speakers, field trips academic programs, enhancement activities and sports/recreational activities. The results of the evaluations will be summarized and used for internal program assessment and adjustments to the program by the host site. An analysis of the evaluation will be included in the final report. All campers and their parents will be asked to complete a survey at the end of camp. All NSTI-NH Coed campers will write a brief essay on their camp experience. The campers will be informed and will agree to be contacted in the future to complete surveys so longitudinal information can be gathered and evaluated.
- F. Budget and Invoicing Instructions:** 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. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

| Budget Items | State Funding | Cost Sharing (if required) | Total |
|-------------------------|---------------|----------------------------|--------|
| 1. Personnel | 6,252 | 0 | 6,252 |
| 2. Fringe Benefits | 720 | 0 | 720 |
| 3. Recruitment | 0 | 0 | 0 |
| 4. Contractual Services | 2,064 | 0 | 2,064 |
| 5. Food | 0 | 0 | 0 |
| 6. Travel | 400 | 0 | 400 |
| 7. Supplies | 1,200 | 0 | 1,200 |
| 8. Room & Board | 4,085 | 0 | 4,085 |
| 9. Direct Cost | 14,721 | 0 | 14,721 |
| 10. Indirect Cost | 0 | 1,920 | 1,920 |
| Totals | 14,721 | 1,920 | 16,641 |

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 **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. .**

COOPERATIVE PROJECT AGREEMENT

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STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION

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- 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: NSTI New Hampshire Girls' Program:

- 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: Ronnieann Rakoski
Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
Phone: 603-371-3491

Campus Project Administrator

Name: Cheryl Moore
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824
Phone: 603-862-1992

- 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: John Ankenbrock
Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
Phone: 603-671-2467

Campus Project Director

Name: Carmela Amato-Wierda
Address: University of New Hampshire
Materials Science
33 Academic Way
Durham, NH 03824
Phone: 603 862-2526

F. Total State funds in the amount of \$5,279 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 % 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 **Highway Planning & Construction** under CFDA# **20.205**. 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.

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**By An Authorized Official of:
University of New Hampshire**

Name: Karen M. Jensen
Title: Manager, Sponsored Programs Administration

Signature and Date: *[Handwritten Signature]* 5/9/17

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

Name: Dianne Martin
Title: Assistant Attorney General

Signature and Date: *[Handwritten Signature]* 6/5/17

**By An Authorized Official of:
Department of Transportation**

Name: Frances Buczynski
Title: Director of Policy & Admin

Signature and Date: *[Handwritten Signature]* 5/22/17

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

Name:
Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** NSTI New Hampshire Girls' Program: July 9, 2017 – July 14, 2017
- B. Project Period:** May 1, 2017 - December 31, 2017
- C. Objectives:** The University of New Hampshire (UNH) offers three STEM based Tech Camps; Engineeristas, a one-week camp experience for girls entering grades 6 and 7, Techsplorers a one-week coed camp for 6th, 7th and 8th graders (Sunday through Friday each week) and Techventures, a one-week coed camp for 7th through 10th graders, that runs for two consecutive weeks. The Techsplorers and Techventures programs run concurrently and campers can attend either week or both weeks.
- D. Scope of Work:** During the 2017 NSTI – New Hampshire Girls' program, campers will participate in various transportation related activities which will demonstrate how rewarding it can be to work in the transportation industry. The Engineeristas program focuses on a wide range of engineering career options with planned explorations into transportation engineering, environmental engineering, oceanographic and marine engineering, computer science, mechanical engineering and energy presented by female engineers and role models. The campers will participate in field trips to numerous campus and off-campus locations. While the Engineeristas program offers both residential and day camper options, the 2017 NSTI – New Hampshire Girls' program will be a residential camp so that students can experience college campus living while being exposed to Transportation and STEM related careers.

The Engineeristas program is one of several very successful STEM based summer camps offered by the College of Engineering and Physical Sciences (CEPS). It is the only one that caters exclusively to girls and engages girls at an age when they are particularly vulnerable to questioning their potential as scientists and engineers.

The camp offers positive reinforcement to scientifically inclined girls, not only by giving them an audience with successful female role models, but also by providing them with the opportunity to work on projects in a broad range of engineering disciplines. Over the course of five days, the campers are engaged in several engineering and technical areas: civil, environmental, and mechanical engineering, as well as computer technology, animation and construction. In addition to classroom activities, the campers participated in team design/build projects including a bridge building challenge.

The girls participating in the program are provided with unique opportunities to experience hands-on science and engineering projects in a nonthreatening environment. The team projects serve to build teamwork and communication skills while fostering creative problem solving and a sense of self confidence. The girls are more comfortable in exploring their science and engineering interests since they are not being graded on their results and an all-girl environment helps increase their comfort level.

The Engineeristas program is one of several very successful STEM based summer camps offered by the College of Engineering and Physical Sciences (CEPS). It is the only one that caters exclusively to girls and engages girls at an age when they are particularly vulnerable to questioning their potential as scientists and engineers.

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work on projects in a broad range of engineering disciplines. Over the course of five days, the campers are engaged in several engineering and technical areas: civil, environmental, and mechanical engineering, as well as computer technology, animation and construction. In addition to classroom activities, the campers participated in team design/build projects including a bridge building challenge.

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E. Deliverables Schedule: The camp director will ensure that the campers will engage in a daily evaluation of speakers, field trips academic programs, enhancement activities and sports. The results of the daily evaluations will be summarized and used for internal program assessment and adjustments to the host program site. An analysis of the evaluation will be included in the final report. All campers and their parents complete a survey at the end of camp. All scholarship students. A brief essay on camp experience is written. The campers are informed about and agree to be contacted for future surveys so follow up can be facilitated.

F. Budget and Invoicing Instructions: 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. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

| Budget Items | State Funding | Cost Sharing (if required) | Total |
|----------------------------|----------------|----------------------------|--------------|
| 1. Personnel | 1,730 | 0 | 1,730 |
| 2. Fringe Benefits | 230 | 0 | 230 |
| 3. Recruitment | 0 | 0 | 0 |
| 4. Contractual Services | 1,502 | 0 | 1,502 |
| 5. Food | 0 | 0 | 0 |
| 6. Travel | 400 | 0 | 400 |
| 7. Supplies | 352 | 0 | 352 |
| 8. Room & Board | 1,065 | 0 | 1,065 |
| 9. Indirect Cost | 0 | 688 | 688 |
| Total Project Cost: | \$5,279 | 688 | 5,967 |

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 **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. .**