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CHRISTOPHER T. SUNUNU
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF STRATEGIC INITIATIVES
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DIVISION OF PLANNING
DIVISION OF ENERGY
www.nh.gov/osi

October 17, 2018

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

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REQUESTED ACTION

Authorize the Office of Strategic Initiatives (OSI) to enter into a Memorandum of Agreement (MOA) with the NH Department of Transportation (NHDOT), Vendor #177927, Concord, NH, in the amount of \$80,000.00 to support improvements and continued development of CommuteSmart New Hampshire, effective October 31, 2018, upon Governor & Executive Council approval, through June 30, 2019. 100% Federal Funds (State Energy Program).

| | |
|---|----------------|
| <u>Office of Strategic Initiatives, State Energy Programs</u> | <u>FY 2019</u> |
| 01-02-02-24010-65100000 | |
| 102-500731 Contracts for Program Services | \$80,000.00 |

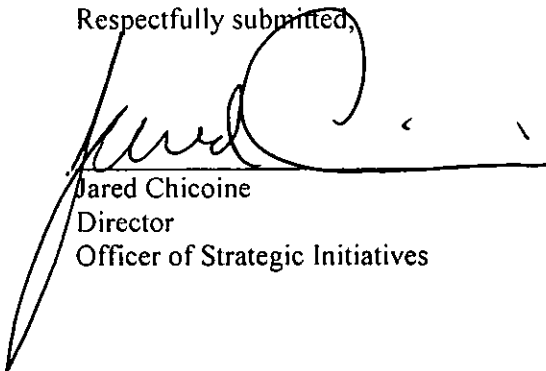
EXPLANATION

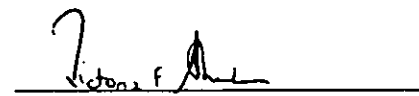
The intent of this Agreement is to support improvements and continued development of CommuteSmart New Hampshire by supporting the NH Department of Transportation's Bureau of Planning and Community Assistance office.

OSI requests an MOA in an amount not to exceed \$80,000.00 to support NHDOT's objective to promote improvements and continued development of CommuteSmart New Hampshire including emissions reductions, energy use reductions, and other initiatives approved by OSI.

These projects will be administered by NHDOT. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,


Jared Chicoine
Director
Officer of Strategic Initiatives


Victoria F. Sheehan
Commissioner
NH Department of Transportation

G&C 10/31/18

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF STRATEGIC INITIATIVES
AND
NH DEPARTMENT OF TRANSPORTATION**

This Memorandum of Agreement (MOA) is entered into by the New Hampshire Office of Strategic Initiatives, hereinafter referred to as OSI, and the New Hampshire Department of Transportation, hereinafter referred to as NHDOT, to identify all of the roles and responsibilities of OSI and NHDOT as they relate to CommuteSmart New Hampshire.

PURPOSE

The purpose of this MOA is to provide funding not to exceed \$80,000.00 from OSI to NHDOT to partially fund the CommuteSmart New Hampshire – Rideshare Coordination and Transportation Demand Management Services, in order to promote improvements and continued development of the project.

SCOPE OF WORK:

1. NHDOT shall use the funds for activities supporting this initiative which may include:
 - a. Development of a statewide ridesharing program;
 - b. Promoting the use of NH Rideshare software;
 - c. Improving the NH Rideshare software;
 - d. Promoting emissions reduction and energy use reductions;
 - e. Improvement of transportation options that are available;
 - f. Creating a rewards program for ridesharing;
 - g. Interstate cooperation of rideshare programs;
 - h. Any other related expense approved by OSI.

2. NHDOT shall submit a detailed Program Plan for approval by OSI within 30 days of G&C approval of this agreement. The Program Plan may include:
 - a. Definition of goals, milestones, deliverables, and outcomes for development of statewide ridesharing program;
 - b. Definition of goals, milestones, deliverables, and outcomes for improvements made to Rideshare software;
 - c. Definition of goals, milestones, deliverables, and outcomes for education and outreach of the program;
 - d. Definition of goals, milestones, deliverables, and outcomes for project funding;
 - e. Definition of goals, milestones, deliverables, and outcomes for interstate cooperation of rideshare programs;
 - f. Definition of goals, milestones, deliverables, and outcomes for projections on energy reductions metrics and performance measures.



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3. OSI shall respond to the proposed Program Plan within 15 days of receipt and either approve the plan or recommend changes. Subsequent submittals and approvals shall be subject to the same 15 day time period.
4. NHDOT shall administer the program(s).
5. NHDOT shall submit quarterly reports to OSI that include the following, if applicable:
 - a. Notification of any commission agent contracts (# of contracts and names of firms)
 - b. Project outreach that is being done to promote the program
 - c. Performance measures and metrics on energy reductions
 - d. Progress of program implementation
 - e. Breakdown of funds that are being expended

FUNDING:

OSI shall provide funding in an amount up to \$80,000.00 for FY 2019. FY 2019 funding is available for NHDOT use, through a system of invoicing and reimbursement, until June 30, 2019. Prior to invoicing and reimbursement, NHDOT shall submit to OSI their DUNS number and proof of registration in the Federal System for Award Management (SAM). Final invoicing is due to OSI by July 20, 2019.

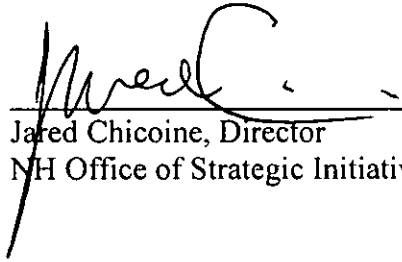
TERMINATION:

1. This Agreement may be terminated for good cause by either of the parties or for convenience if both parties agree, with the provision for orderly termination of the project. Termination of the Agreement shall not occur until thirty (30) days after a "notice of termination" has been received by the other parties. Said notice shall specify the cause of termination.
2. Should NHDOT terminate this Agreement for other than good cause prior to completion of all obligations specified in the scope of work, NHDOT will reimburse the OSI for any funds received.

DURATION:


The project duration extends from, October 31, 2018, the date of approval by Governor and Council, through June 30, 2019 for program activities, invoicing and program year closeout, unless terminated by either party, or extended in writing by subsequent agreement of the parties and acceptance by Governor and Council.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



Jared Chicoine, Director
NH Office of Strategic Initiatives

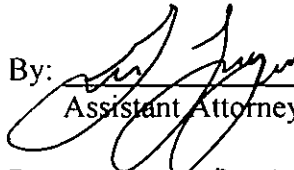
10/11/2018
Date



Victoria F. Sheehan, Commissioner
NH Department of Transportation

9/28/18
Date

OFFICE OF THE ATTORNEY GENERAL

By: 

Assistant Attorney General
Date: October 16, 2018

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on _____, _____.

OFFICE OF THE SECRETARY OF STATE

By: _____
Title: _____