



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

May 29, 2019

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

**REQUESTED ACTION**

Authorize the Office of Strategic Initiatives (OSI) to enter into a Memorandum of Agreement (MOA) with the Community Development Finance Authority (CDFA), (Vendor 177292), Concord, NH, in an amount not to exceed \$100,000.00, to support clean energy financing, upon Governor & Executive Council approval, through June 30, 2020. 100% Federal Funds (State Energy Program).

<u>Office of Strategic Initiatives, State Energy Programs</u>	<u>FY 2019</u>
01-02-02-024010-12050000	
102-500731 Contracts for Program Services	\$44,000.00
01-02-02-024010-64000000	
102-500731 Contracts for Program Services	\$28,000.00
01-02-02-024010-65100000	
102-500731 Contracts for Program Services	<u>\$28,000.00</u>
TOTAL	\$100,000.00

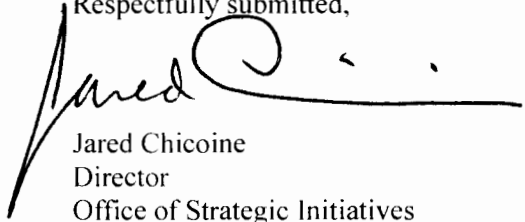
**EXPLANATION**

The intent of this Agreement is to provide support to supplement the implementation of the BetterBuildings Residential Revolving Loan Fund administered by CDFA.

OSI requests an MOA in an amount not to exceed \$100,000.00 to support CDFA's objective to support clean energy financing, including revolving loan funds, interest rate buy-downs, third party loan insurance, loan loss reserves, technical assistance to applicants, and any other initiatives approved by OSI.

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

Respectfully submitted,



Jared Chicoine  
Director  
Office of Strategic Initiatives

**MEMORANDUM OF AGREEMENT  
BETWEEN  
OFFICE OF STRATEGIC INITIATIVES  
AND THE  
COMMUNITY DEVELOPMENT FINANCE AUTHORITY**

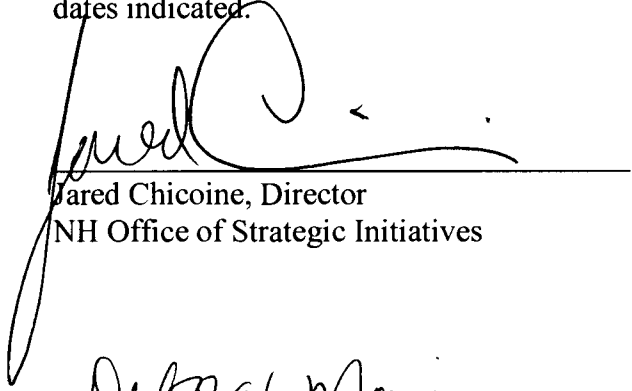
This MOA describes activities that have been agreed to between the New Hampshire Office of Strategic Initiatives (OSI) and the Community Development Finance Authority (CDFA) to utilize one-time funding provided by OSI to supplement the implementation of the BetterBuildings Residential Revolving Loan Fund administered by CDFA. This agreement will become effective upon Governor and Executive Council approval.

For the purposes of this Agreement, OSI and CDFA agree as follows:

1. Funding shall not exceed \$100,000.00.
2. Funding provided by OSI will be used as one time only funding placed in the BetterBuildings Residential Revolving Loan Fund. These funds will be accounted for separately from existing funds in the loan fund.
3. CDFA shall assign appropriate staff to oversee the implementation of this Agreement.
4. Activities supporting this initiative may include:
  - a. Revolving loan funds;
  - b. Interest rate buy-downs for existing or new projects;
  - c. Third-party loan insurance for existing or new projects;
  - d. Loan Loss Reserves;
  - e. Providing technical assistance to qualified applicants earlier in the applicant's project planning in order to support the inclusion of energy audits, project design targeting efficiency beyond current energy code, and the addition of efficiency measures often missing from applicant work scopes, if approved by U.S. Department Of Energy and OSI;
  - f. Any other related expense approved by OSI.
5. CDFA 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/or outcomes for conducting technical assistance to qualified and successful applicants;
  - b. And Definition of goals, milestones, deliverables, and/or outcomes for loan loss allocations to qualified and successful applicants;
6. 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.

7. CDFA shall administer the program(s).
8. CDFA shall submit quarterly reports in a format agreed upon by CDFA and OSI with any required supporting documentation that demonstrates the use of these funds, including:
  - a. Notifications of the number, types of, and descriptions of financing provided; and,
  - b. Descriptions of the projects funded.
9. FUNDING REQUIREMENTS: CDFA shall submit to OSI their DUNS number and proof of registration in the Federal System for Award Management (SAM) prior to invoicing and reimbursement.
10. TERMINATION: Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, CDFA will return any funds not yet committed, and make annual payments of funds returned to CDFA under ongoing financing arrangements. CDFA would also make annual payments of funds of interest earned and principal payed under financing agreements.
11. DURATION: The project duration extends from Governor and Executive Council approval through the expenditure of all available funds not to exceed \$100,000.00 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 Executive Council.

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



Jared Chicoine, Director  
NH Office of Strategic Initiatives

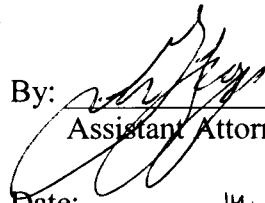
5/23/2019  
Date



Deborah Morin, Chief Financial Officer  
Community Development Finance Authority

5/23/2019  
Date

OFFICE OF THE ATTORNEY GENERAL

By:   
Assistant Attorney General  
Date: May 24, 2019

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: \_\_\_\_\_