



The State of New Hampshire
Department of Environmental Services

Clark B. Freise, Assistant Commissioner



June 6, 2017

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

REQUESTED ACTION

Authorize the Department of Environmental Services to award an Asset Management grant to the University of New Hampshire (UNH), Sponsored Programs Administration (Vendor Code #177867-B046) Durham, NH, in the amount of \$20,000 to improve public water system management, effective upon Governor and Council approval through May 31, 2018. 100% Federal Funds.

Funding is available in the account as follows.

	<u>FY 2017</u>
03-44-44-441018-4718-072-500573	\$20,000
Dept Environmental Services, DWSRF Administration, Grants Federal	

EXPLANATION

The Department of Environmental Services issued a request for proposals for 2016/2017 Asset Management and Financial Planning Grants. These grants are funded by set-asides under the Drinking Water State Revolving Loan Fund. They can be used to develop and implement asset management plans for public water systems. Sixteen proposals were received, then evaluated and ranked based on criteria included in the request for proposals, such as whether the project completes a condition assessment on all assets, that a financial plan is developed and addresses investment priorities, and that the plan is communicated to customers and decision-makers. Based on the available federal funding, the Department determined that it could offer grants to eleven of the sixteen applicants. See attachment A for the project rankings and list of reviewers.

UNH will use the grant funds to establish an Asset Management Plan/Program for the University's drinking water system.

This grant award, while less than \$25,000 threshold, requires G&C approval as UNH has already received funds in excess of the threshold for this fiscal year.

We respectfully request your approval.



Clark B. Freise
Assistant Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Environmental Services**

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 Environmental Services**, (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 **5/31/18**. 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: **UNH Asset Management Grant**

- 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: Luis Adorno
 Address: DWGB
 Department of Environmental Services
 29 Hazen Drive
 Concord, NH 03301
 Phone: 603-271-2472

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
 Sponsored Programs Administration
 51 College Rd. Rm 116
 Durham, NH 03824
 Phone: 603-862-1942

- 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: Luis Adorno
 Address: Department of Environmental Services
 29 Hazen Drive
 Concord, NH 03301
 Phone: 603-271-2472

Campus Project Director

Name: Matt O'Keefe
 Address: 6 Leavitt Lane
 Durham, NH 03824
 Phone: 603-862-1276

F. Total State funds in the amount of \$20000 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 50 % 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. FS99115016 from **Capitalization Grants for Drinking Water State Revolving Funds** under CFDA# 66.468. 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, **Department of Environmental Services** 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:

 5/31/17

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

Name: Christopher G. Astin

Title: Assistant Attorney General

Signature and Date:

 6/6/17

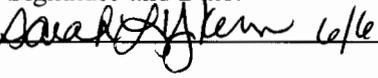
By An Authorized Official of:

Department of Environmental Services

Name: Clark B. Freise

Title: Assistant Commissioner

Signature and Date:

 6/6/17

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** UNH Asset Management Grant
- B. Project Period:** Upon G&C Approval – May 31, 2018
- C. Objectives:** Conduct a complete assessment of the utility systems of the university and coordinate all available and completed policies, asset and infrastructure studies into a comprehensive asset management program that supports the goals and vision of the University.
- D. Scope of Work:** UNH will use these funds for asset management and financial planning initiatives for the water system. Specifically, the following task(s), as described in the application submitted to DES, will be accomplished:

Task 1: Develop inventory of water assets. Conduct condition analysis of all water assets and estimate remaining useful life. Update the current system map.

Deliverable: Submit sample of inventory and condition analysis results to DES. Submit updated asset inventory map to DES (electronic file is preferred but paper is acceptable).

Task 2: Develop level of service statement and conduct management workshop. Conduct criticality analysis of assets and rank according to priority.

Deliverable: Submit level of service statement and criticality assessment results to DES.

Task 3: Conduct life-cycle costing. Develop long-term funding plan.

Deliverable: Submit long-term funding plan to DES.

Task 4: Prepare asset management plan. Develop brochure for distribution. Present asset management plan and provide training in asset management principles to Town Council.

Deliverable: Submit asset management plan and brochure to DES.

- E. Deliverables Schedule:** See scope of work
- F. Budget and Invoicing Instructions:** Campus will submit invoices to State on regular Campus invoice forms 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, and shall document cumulative cost sharing through the end of the invoicing period. Cost share will be proportional to Campus expenses. 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. Salaries & Wages	0	0	0
2. Employee Fringe Benefits	0	0	0
3. Travel	0	0	0
4. Supplies and Services	20,000	20,000	40,000
5. Equipment	0	0	0
6. Facilities & Admin Costs	0	0	0
Subtotals	20,000	20,000	40,000
Total Project Costs:			40,000

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. .**

Asset Management and Financial Planning Grant 2016-2017
 NHDES - Drinking Water and Groundwater Bureau

PWS ID	Applicant	Amount Requested
2001010	City of Rochester	\$20,000
1681010	Newfields water and sewer District	\$20,000
0911010	Goffstown Village Water Precinct	\$20,000
1661010	Town of New Castle	\$20,000
1481010	Town of Marlborough	\$20,000
0811010	Town of Farmington	\$20,000
1561010	Milford Water Utilities Department	\$20,000
1101040	Woodsville Water and Light	\$20,000
0911020	Grasmere Village Water Precinct	\$10,000
1221010	Jaffrey Water Works	\$20,000
2041010	Rye Water District	\$20,000
0691010	UNH/Durham Water System	\$20,000
0231010	City of Berlin	\$20,000

: : : : : : : : : : **PROJECTS SELECTED FOR FUNDING LISTED ABOVE THIS LINE** : : : : : : : : : :

0651010	City of Dover	\$20,000
1061010	Town of Hancock	\$8,850
1461010	Village District of Eidelweiss	\$20,000

