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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

Charles M. Arlinghaus
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

December 21, 2017

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

His Excellency, Governor Christopher T. Sununu
and the Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration, to establish one (1) temporary part-time, class 050 position for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Effective upon Fiscal Committee and Governor and Council approval for the period through June 30, 2018.

100% Agency Income

2. Authorize the Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration, to accept and expend a grant from the New Hampshire Office of Strategic Initiatives in an amount not to exceed \$18,000 for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Effective upon Governor and Council approval and for the period through June 30, 2018. **100% Agency Income**

Funds will be budgeted as follows:

01-14-14-141510-14400000 Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration

| <u>Class</u> | <u>Description</u> | <u>FY18 Current Adjusted Authorized</u> | <u>Requested Action</u> | <u>Revised FY2018 Adjusted Authorized</u> |
|--------------|----------------------------|---|-----------------------------|---|
| Uuu-000010 | General Fund | \$ 551,181 | \$0 | \$ 555,181 |
| 009-407017 | Agency Income | \$0 | (\$18,000) | (\$18,000) |
| 010-500100 | Personal Services | \$ 237,769 | \$ 0 | \$ 237,769 |
| 011-500126 | Unclassified Personal Serv | \$ 108,961 | \$ 0 | \$ 108,961 |
| 020-500200 | Current Expense | \$ 711 | \$ 0 | \$ 711 |
| 021-500207 | Food | \$ 0 | \$ 1,456 | \$ 1,456 |
| 037-500165 | Technology Hardware | \$ 0 | \$ 1,000 | \$ 1,000 |
| 038-500175 | Technology Software | \$ 0 | \$ 439 | \$ 439 |
| 039-500180 | Telecommunications | \$ 2,612 | \$ 0 | \$ 2,612 |
| 050-500109 | Personal Serv – Temp | \$ 27,500 | \$ 12,838 | \$ 40,338 |
| 060-500601 | Benefits | \$ 171,305 | \$ 983 | \$ 172,288 |
| 070-500704 | In-State Travel Reimb | \$ 1,000 | \$ 1,284 | \$ 2,284 |
| 080-500710 | Out-of-State Travel | \$ 1,323 | \$ 0 | \$ 1,323 |
| | Totals | \$ 551,181 | \$ 18,000 | \$ 569,181 |

EXPLANATION

This grant will fund one (1) new part-time position that will provide support for programs to reduce energy consumption and reduce costs in New Hampshire State buildings. The Program Specialist I position duties include providing outreach services to state agencies to help encourage energy efficient practices in state facilities. It will also provide financial support for the Annual State Energy Conference held for state employees.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

- 1) *List of personnel involved:* One (1) temporary part-time Program Specialist I position
- 2) *Nature, Need, and Duration:* To provide support for programs to reduce energy consumption and reduce costs in New Hampshire State buildings, through June 30, 2018
- 3) *Relationship to existing agency programs:* This position will provide support to the DAS State Energy Manager's office
- 4) *Has a similar program been requested of the legislature and denied?* No
- 5) *Why wasn't funding included in the agency's budget request?* The funds were unanticipated at the time the budget was created

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

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- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$18,000 through the duration of the MOA through June 30, 2018.

Class 021 – Food Non-Institutional funds will be used to support the full day Annual State Energy Conference for approximately 100 attendees.

Class 037 – Technology Hardware funds will be used to purchase a desktop computer and related hardware associated with the part-time position.

Class 038 – Technology Software funds will be used to purchase licenses for required office and security software associated with the part-time position.

Class 050 – Personal Serv. Part-Time Temporary funds will be used to pay the salary of one part-time Program Specialist I position.

Class 060 – Benefits funds will be used to pay the benefits associated with the temporary part-time position.

Class 070 – In-State Travel funds will be used for travel to other agencies to provide outreach on energy related topics to state agencies.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner



CHRISTOPHER T. SUNUNU
GOVERNOR

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

November 29, 2017

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 Department of Administrative Services (DAS), Vendor #177875, Concord, NH, in the amount of \$18,000.00 to support energy efficiency in state buildings, effective December 20, 2017, upon Governor & Council approval, through June 30, 2018. 100% Federal Funds (State Energy Program).

| | |
|---|----------------|
| <u>Office of Strategic Initiatives, State Energy Programs</u> | <u>FY 2018</u> |
| 01-02-02-024010-65100000 | |
| 102-500731 Contracts for Program Services | \$18,000.00 |

EXPLANATION

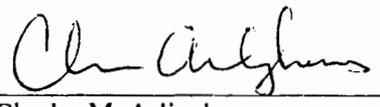
The intent of this Agreement is to provide support for programs to reduce energy consumption and reduce costs in New Hampshire's State buildings by supporting the Department of Administrative Services' State Energy Manager's office.

OSI requests an MOA in an amount not to exceed \$18,000.00 to support: DAS's objective to promote the reduction of energy use, responsible energy behavior, and energy efficiency strategies in state facilities to state employees through education and outreach programs; the Annual State Energy Conference; and other initiatives approved by OSI.

These projects will be administered by DAS. 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


Charles M. Arlinghaus
Commissioner
Department of Administrative Services

G&12/20/17

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF STRATEGIC INITIATIVES
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES**

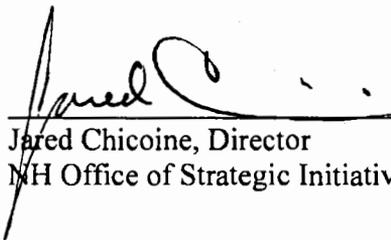
This MOA describes activities that have been agreed to between the New Hampshire Office of Strategic Initiatives (OSI) and Department of Administrative Services (DAS) to utilize funding provided by OSI to reduce energy consumption and costs in state buildings. This agreement will become effective December 20, 2017, upon approval by Governor and Council. The project completion date is June 30, 2018.

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

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. The program funds may be used to:
 - a. Fund salary and benefits for a part-time employee who supports the reduction of energy use in state facilities through establishing and promoting education & outreach programs. Activities of this employee may include, but are not limited to: blog posts, website updates, seminars, conference planning, online trainings, appreciation programs/events, newsletters, and social media;
 - b. Provide funding for in-state travel for the purposes of educating state employees in the areas of responsible energy behavior and energy efficiency strategies; and to encourage participation in energy saving events and initiatives;
 - c. Support the Annual State Energy Conference; and
 - d. Other initiatives approved by OSI.
3. Up to \$1,200 of funds provided may be used for educational purposes as approved by OSI.
4. DAS 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 establishing and filling a new part-time Education & Outreach Specialist position;
 - b. Definition of goals, milestones, deliverables, and outcomes for developing an education and outreach plan for state employees;
 - c. Definition of goals, milestones, deliverables, and outcomes for conducting the Annual State Energy Conference;
 - d. Proposal for education for State Energy Manager and staff;

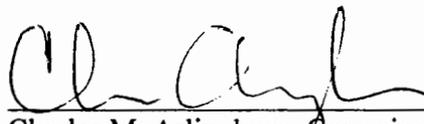
- e. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.
5. OSI shall respond to the proposed Program Plan within 15 days of receipt and either approve the plan or recommend changes. Subsequent submittals and approvals shall be subject to the same 15 day time period.
6. DAS shall administer the program(s).
7. DAS shall submit quarterly reports to OSI that include the following, if applicable:
 - a. A job description/advertisement for a new part time education and outreach specialist and notification on when that position is filled (date of hire).
 - b. The number of education & outreach visits with, or presentations to, state agencies (# agencies).
 - c. The number of articles, outreach documents, and social media posts drafted and distributed to support the State's energy saving initiatives (# articles/posts/documents).
 - d. A final agenda and any supporting documentation for the Annual State Energy Conference;
 - e. Attendance list for the Annual State Energy Conference (# of attendees)
 - f. A description of any education sessions attended by DAS.
8. PROJECT COST: OSI shall provide funding in an amount up to \$18,000 for FY 2018. FY 2018 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2018.
9. INVOICING: DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter. Invoicing for fourth quarter of any fiscal year will be done as soon as feasible to ensure compliance with year-end deadlines.
10. TERMINATION: Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, DAS will be paid for all qualifying work completed prior to termination.
11. DURATION: The project duration extends from, December 20, 2017, the date of approval by Governor and Council, through June 30, 2018 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

11/29/2017
Date

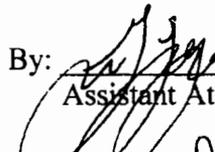


Charles M. Arlinghaus, Commissioner
NH Department of Administrative Services

11/30/17
Date

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: 

Assistant Attorney General

Date: December 5th, 2017

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: _____