



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Office of Federal Compliance
 May 8, 2015

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire 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 \$19,968.00 for Cooperative National Summer Transportation Institute with UNH Tech Camps in Fiscal Year 2016 to be effective upon Governor and Council approval through October 1, 2015. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2016 as follows:

04-96-96-963515-3054	<u>FY 2016</u>
Consolidated Federal Aid	
046-500463 Eng Consultants Non-Benefit	\$19,968.00

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 institutions 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 \$19,968.00 (\$9,527.00 for the Engineeristas Camp and \$10,441.00 for the Coed Tech Camp) to establish a New Hampshire Summer Transportation Institute 2015 (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, and 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 cursive script, appearing to read "William Cass".

William Cass, P.E.
Assistant Commissioner

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 **10/1/15**. 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: New Hampshire Summer Transportation Institute - Coed

- 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: Judith Ward
Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
Phone: _____

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: John Ankenbrock
Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
Phone: 603-271-2731

Campus Project Director

Name: Dr. Robert M. Henry
Address: University of New Hampshire
Department of Civil Engineering
33 Academic Way
Durham, NH 03824
Phone: 603-862-4447

F. Total State funds in the amount of \$10,441 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 12 % 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 **Federal Highway Administration** under CFDA# **20.215**. 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 Transportation** 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] 4/30/15

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

Name: John J. Conforti

Title: Assistant Attorney General

Signature and Date: [Signature] 5/18/15

By An Authorized Official of:

Name: Francis E. Buczynski

Title: Director of Policy & Administration

Signature and Date: [Signature] 5/18/15

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

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** National Summer Transportation Institute - Coed
- B. Project Period:** May 1, 2015 - October 1, 2015
- C. Objectives:** The 2015 NHSTI – Coed program is a two-week experience designed to introduce students to many varied programs focusing on all areas of STEM - Science, Technology, Engineering and Mathematics, with the emphasis on how engineering supports the application of scientific principles, problem solving using tools and technology through teamwork. The team projects served 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 projects related to the different areas presented during camp.
- D. Scope of Work:** The NHSTI will recruit five (5) students entering grades seven and eight for a two-week (Sunday through Friday) residential Tech Camp experience. There will be five (5) scholarships covering all of the costs associated with attending the program. Applicants from the 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:** NONE
- 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	Total
1. Salaries & Wages	2,804	300	3,104
2. Employee Fringe Benefits	1,046	23	1,069
3. Travel	1,500	144	1,644
4. Supplies and Services	3,729	1,045	4,774
5. Equipment	0	0	0
6. Facilities & Admin Costs	1,362	0	1,362
Subtotals	10,441	1,512	11,953
Total Project Costs:			11,953

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 .

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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: **New Hampshire Summer Transportation Institute - Engineeristas**

- 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: Judith Ward

Address:

John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483

Phone:

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.

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Name: John Ankenbrock

Address:

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7 Hazen Drive, Room 140
Concord, NH 03302-0483

Phone: 603-271-2731

Campus Project Director

Name: Robert M. Henry

Address: University of New Hampshire

Department of Civil Engineering
33 Academic Way
Durham, NH 03824

Phone: 603-862-4447

F. Total State funds in the amount of \$9,527 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 9 % 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 **Federal Highway Administration** under CFDA# **20.215**. 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

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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 Transportation** 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: _____

[Handwritten Signature] 4/27/15

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

Name: John J. Conforti
Title: Asst. Atty. General
Signature and Date: _____

[Handwritten Signature] 5/18/15

By An Authorized Official of:

Name: Frances E. Buczynski
Title: Director of Policy & Administration
Signature and Date: _____

[Handwritten Signature] 5/18/15

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

Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

- A. **Project Title:** National Summer Transportation Institute - Engineeristas
- B. **Project Period:** May 1, 2015 - October 1, 2015
- C. **Objectives:** The UNH Engineeristas Program focuses on a wide range of engineering areas with planned explorations into transportation engineering, environmental engineering, oceanographic and marine engineering, computer science, and mechanical engineering presented by female engineers. Campers will participate in field trips to on-campus and off-campus programs and will have the opportunity to see professionals in real-world working environments. While UNH Engineeristas Program offers both residential and non-residential options, the 2015 NHSTI – Engineeristas Program will only offer the residential option so that campers will be able to experience college campus living while being exposed to Transportation and STEM related careers.

Now in its 5th year, UNH Engineeristas is one of several successful summer youth programs offered by the College of Engineering and Physical Sciences and the only one that caters exclusively to young girls. The UNH Engineeristas Program engages girls at an age when they are particularly susceptible to questioning their potential as engineers and scientists. The UNH Engineeristas Program offers positive reinforcement to scientifically inclined girls, not only by giving them an audience with successful role models, but also by providing them with the opportunity to work on projects in a broad range of engineering disciplines.

The UNH Engineeristas Program provides girls with unique opportunities to experience hands-on science and engineering projects in a nonthreatening environment. The program helps to foster teamwork and communication skills while promoting creative problem solving and a sense of self confidence. The girls are more comfortable in exploring their interest in the Engineeristas Camp since they are not being graded on their results and an all-girl environment also helps increase their comfort level. Part of the program includes a day at the UNH Browne Center where they work with a trained staff on leadership and team building skills that are essential in STEM related professional careers.

The College of Engineering & Physical Science is committed to increasing the number of women engineers through concentrated efforts to expose young women to various engineering fields and help them better understand and prepare for STEM related careers. Likewise, the NHDOT is committed to an affirmative action plan that seeks to enhance employment opportunities for females in the NHDOT. Partnering with UNH through the 2015 New Hampshire Summer Transportation Institute – Engineeristas Program will offer the NHDOT an opportunity to track the transportation and STEM career interests of the students and to determine if this educational exposure was effective in influencing their career decisions. The students will be encouraged to attend other STEM related summer youth programs that are part of UNH Tech Camp in 2016 and beyond. If this model is, indeed, effective in influencing career decisions of young girls, this may prove to be an powerful prototype that Summer Transportation Institutes in other states may want to consider emulating.

- D. **Scope of Work:** The NHSTI will recruit ten (10) campers entering grades 6 and 7 for a one week (Sunday through Friday) residential Engineeristas Tech Camp experience and six students entering

grades seventh through ninth for a two week Tech Camp experience. The scholarships will cover tuition, deposit and residential costs.

E. Deliverables Schedule: NONE

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	Total
1. Salaries & Wages	2,421	202	2,623
2. Employee Fringe Benefits	903	78	981
3. Travel	1,225	375	1,600
4. Supplies and Services	3,735	372	4,107
5. Equipment	0	0	0
6. Facilities & Admin Costs	1,243	0	1,243
Subtotals	9,527	1,027	10,554
Total Project Costs:			10,554

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 .