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**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

Office of Federal Compliance  
March 21, 2019

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

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a **sole-source** Cooperative Project Agreement with the University of New Hampshire (UNH) of Durham, NH (vendor #177867) for a total of \$150,000.00 for Cooperative National Summer Transportation Institute with UNH Tech Camps in Fiscal Year 2019 through 2022 to be effective upon Governor and Council approval through December 31, 2021. This multi-year agreement will be renewed annually upon agreement of all parties. 100% Federal Funds.

Funding to support this request is available in the following account for FY 2019 and is contingent upon the availability and continued appropriation of funds for FY 2020, FY 2021 and FY 2022, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY2021</u>	<u>FY2022</u>
04-96-96-963515-3054				
Consolidated Federal Aid				
046-500463 Tech Camp Non-Benefit	\$10,000.00	\$50,000.00	\$50,000.00	\$40,000.00

**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, Engineeristas and the UNH Tech Camp. 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

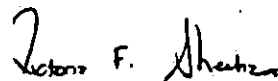
Division Offices manage the NSTI and oversee the work of State DOT's who are responsible for providing technical assistance, guidance, training and support to participating institution's host sites.

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 up to \$50,000 per year to establish a New Hampshire Summer Transportation Institute 2019- 2021 (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 Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available and there is no match requirement for funding. A copy of the fully executed agreement is 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,



Victoria F. Sheehan  
Commissioner

Attachments

**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 **12/31/19**. 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: NSTI Tech Camp: Engineristas/Tech Camps**

- 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: John Ankenbrock

Address:

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

Phone: 603-271-3491

**Campus Project Administrator**

Name: Cheryl Moore

Address: University of New Hampshire

Sponsored Programs Administration  
51 College Rd. Rm 116  
Durham, NH 03824

Phone: 603-862-1992

- 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: 603-271-2467

**Campus Project Director**

Name: Carmela Amato-Wierda

Address: University of New Hampshire

Materials Science  
33 Academic Way  
Durham, NH 03824

Phone: 603 862-2526

F. Total State funds in the amount of \$50,000 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 0 % 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 **Highway Planning & Construction** under CFDA# 20.205. 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, \_\_\_\_\_ 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] 3/22/19

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

Name: Christina Wilson  
Title: Attorney  
Signature and Date: \_\_\_\_\_

[Signature] 4/25/19

**By An Authorized Official of:  
Department of Transportation**

Name: Francis E. Buczynski  
Title: Director of Policy & Administration  
Signature and Date: \_\_\_\_\_

[Signature] 3/29/2019

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. Project Title:** NSTI New Hampshire Co-Ed Tech Camp Programs: July 7, 2019 – July 26, 2019
- B. Project Period:** May 1, 2019 - December 31, 2019
- C. Objectives:** The programs at Tech Camp introduce and expose youth to the world of engineering and technology on a research university campus. One of the goals of the NSTI is to create awareness and stimulate interest in middle and high school youth to explore careers in the transportation sector. Therefore, the NH NSTI curriculum will be incorporated in all five Tech Camp programs in order that youth at all age ranges learn about the transportation industry; additionally, this enables the maximum number of youth to engage in transportation activities. In this way, we anticipate 180 youth from grades 6-12 engaging in the NH-NSTI program. This grant application provides funding for 45 students from grades 6-12 to attend the various NH-NSTI programs at no cost. Leveraging the framework of Tech Camp, allows us to maximize the number of students who can engage with the NH-NSTI curriculum.
- D. Scope of Work:** During the 2019 New Hampshire NSTI program at UNH Tech Camp, campers from grades 6-12 will participate in various transportation related activities which will demonstrate how rewarding it can be to work in the transportation industry. The College of Engineering and Physical Sciences at the University of New Hampshire has been offering Tech Camp programs since 2007 and its enrollment has steadily grown from one program and 29 students in the first year, to five programs and 368 students in 2018.

The programs at Tech Camp introduce and expose youth to the world of engineering and technology on a research university campus. One of the goals of the NSTI is to create awareness and stimulate interest in middle and high school youth to explore careers in the transportation sector. Therefore, the NH NSTI curriculum will be incorporated in all five Tech Camp programs in order that youth at all age ranges learn about the transportation industry; additionally, this enables the maximum number of youth to engage in transportation activities. In this way, we anticipate 180 youth from grades 6-12 engaging in the NH-NSTI program. This grant application provides funding for 45 students from grades 6-12 to attend the various NH-NSTI programs at no cost. Leveraging the framework of Tech Camp, allows us to maximize the number of students who can engage with the NH-NSTI curriculum.

Tech Camp includes the following set of programs for different age groups in grades 6-12.

UNH Engineeristas is a one week camp program for girls entering grades 6-8. The students work on hands-on projects in small groups, and the STEM topic changes daily. The program hosts 50 girl middle school students and the NH NSTI will discuss transportation and civil engineering topics for two full days in the five day curriculum. 10 students will receive full residential NSTI scholarships.

Engineeristas Extraordinaire is a one week camp program for girls entering grades 8-10. The students focus on a transportation related project for an entire week at an in-depth level in a small group of 10 young women. The projects are mentored by faculty from the UNH Civil Engineering Department or engineers at the NH DOT. Graduate or undergraduate students in the Civil Engineering Department help implement the curriculum and also serve as role models to the students.

A middle or high school teacher experienced in project-based learning serves as the project leader. The NH-NSTI will engage these 10 women for an entire week in transportation related curriculum.

Techsplorers is a one week camp program for girls and boys entering grades 6-8. The students work on hands-on projects in small groups, and the STEM topic changes daily. The activities are mentored by faculty from the UNH Civil Engineering Department or engineers at the NH DOT. Graduate or undergraduate students in the Civil Engineering Department help implement the curriculum and also serve as role models to the students. A middle or high school teacher experienced in project-based learning serves as the project leader. The program hosts 50 middle school students and the NH NSTI will discuss transportation and civil engineering topics for two full days in the five day curriculum. The NH-NSTI during Techsplorers will run twice for two cohorts of 50 students each during the 2019 NH-NSTI. 10 students will receive full residential NSTI scholarships.

Techventurers is a one week camp program for girls and boys entering grades 8-10. The students focus on a transportation related project for an entire week at an in-depth level in a small group of ten to twelve students. The projects are mentored by faculty from the UNH Civil Engineering Department or engineers at the NH DOT. Graduate or undergraduate students in the Civil Engineering Department help implement the curriculum and also serve as role models to the students. A middle or high school teacher experienced in project-based learning serves as the project leader. The NH-NSTI during Techventurers will run a cohorts of 10-12 students each during the 2019 NH-NSTI. Five of these students will receive full residential NSTI scholarships.

Techleaders, a two week co-ed program for 11th and 12th graders who are planning on entering a STEM major in college, and are interested in transportation and civil engineering topics. These students will work on an advanced level project related to transportation engineering with a graduate or undergraduate student in civil engineering. Additionally, these students will actively engage in college and career preparedness activities, including: college essay writing, resume writing, interviewing skills, and professional conversation making. The NH-NSTI during Techleaders will run a cohort of 10-12 students during the 2019 NH-NSTI. Ten of these students will receive full residential NSTI scholarships for two weeks.

- E. Deliverables Schedule:** The camp director will ensure that the campers will engage in a daily evaluation of speakers, field trips academic programs, enhancement activities and sports. The results of the daily evaluations will be summarized and used for internal program assessment and adjustments to the host program site. An analysis of the evaluation will be included in the final report. All campers and their parents complete a survey at the end of camp. All scholarship students will write a brief essay about the impact of NH NSTI on them. The campers are informed about and agree to be contacted for future surveys so follow up can be facilitated.
- 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 (if required)	Total
1. Personnel	18,322	0	18,322
2. Fringe Benefits	1,479	0	1,479
3. Recruitment	0	0	0
4. Participant (Support for Students-Exempt from F&A Travel, food, Room & Board)	16,034	0	16,034
5. Food UNH Staff	1,495	0	1,495
6. Supplies	3,164	0	3,164
8. UNH Staff Room & Board	700	0	700
9. Indirect Cost z(F&A)	8,806	0	8,806
<b>Total Project Cost:</b>	<b>\$50,000</b>	<b>0</b>	<b>\$50,000</b>

**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.** .