



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

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Bureau of Planning and Community Assistance  
March 31, 2016

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

**REQUESTED ACTION**

Authorize, the Department of Transportation to enter into a **sole source** Project Agreement with the University of New Hampshire, Civil Engineering Department, Durham, New Hampshire (Vendor #177867) to administer the Local Technical Assistance Program (LTAP) for a fee not to exceed \$787,502.87. This Agreement will become effective upon Governor and Council approval through December 31, 2017. 100% Federal funds.

Funding is available as follows through FY 2016 and FY 2017 and is contingent upon the availability and continued appropriations of funds for FY 2018.

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
04-96-96-962515-2945 Municipal Aid - Federal 072-500575 Grants to Non-Profits-Federal	\$75,000	\$150,000	\$75,000
04-96-96-962515-2944 SPR Planning funds 072-500575 Grants to Non-Profits-Federal	\$132,000	\$265,000	\$90,502.87
<b>Totals</b>	<u>\$207,000</u>	<u>\$415,000</u>	<u>\$165,502.87</u>

**EXPLANATION**

The Department requests this **sole source** contract because the University's Technology Transfer Center (T2 Center) operates the primary continuing education program in the state for local road managers, crews and public officials. The T2 Center has been successfully and effectively providing continuing education program in the state for nearly 30 years, the Department feels a **sole source** contract is justified.

The Department established a Technology Transfer Center (T2 Center), under the Federal Highway Administration's (FHWA) Local Technical Assistance Program (LTAP), effective August 18, 1986. The University has approved the proposed Cooperative Project Agreement, which overlays this individual project agreement and its Civil Engineering Department will administer the program.

The T2 Center can accomplish this work for a fee not to exceed \$937,507.27. The funding to be used is FHWA funds, with Federal LTAP funds (\$300,000) matched with 50% Federal Statewide Planning and Research (SPR) Planning funds (\$300,000) and an additional (\$187,502.87) in SPR funds and other local funds (\$150,004.40) from workshop registration fees. SPR funds are 80% Federal funds matched with 20% Turnpike Toll Credits.

The use of Turnpike Toll Credits for this project was approved by the Capital Budget Overview Committee on March 30, 2016.

The purpose of the program and these specific LTAP funds is to provide technical assistance to local communities and organizations throughout the state. For the purpose of fostering safe, efficient, environmentally-sound local roads and bridges in New Hampshire, the T2 Center is a resource to increase town officials', road managers' and highway crews' knowledge of technology and management. This is done through education and training including conducting seminars throughout the state, developing and providing public works management software, publishing of a quarterly newsletter, distributing publications, providing of technical assistance, other means of technology transfer at the University, and conducting special research projects. The asset inventory effort will offer training, technical support and workshops to local municipalities/highway departments to develop GIS data layers to support transportation infrastructure maintenance and asset management strategies.

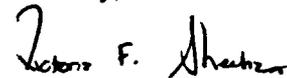
In addition to classroom workshops, the T2 Center for the first time will develop and test on-line learning options. Its Road Scholar Program recognizes managers and crew members for workshop participation. The T2 Center contributes to the public works community by operating PWNNet listserv, an electronic email communication tool, which enables New Hampshire public works officials to discuss common problems and their solutions. The T2 Center staff coordinates the Public Works Mutual Aid Program, which enables cities and towns to assist each other during large-scale emergencies. The T2 Center has developed public works management software for roads, drainage, signs, and municipal equipment. As part of the calendar year 2008-09 contract, LTAP undertook a significant upgrade and expansion of its public works management systems by integrating a geographic information system (GIS) platform. The T2 Center has further expanded this effort by offering a Statewide Asset Data Exchange Service (SADES) to municipalities, Regional Planning Commissions and State agencies to provide standardize data collection elements and methodology, provide training, and provide centralized storage and shared access for roadway asset data including sidewalks/curb ramps, culverts, pavement condition and guardrails. The municipal bridge asset management system will be added to this suite of management system tools.

This Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully-executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services. Subsequent to Governor and Council approval, the Agreement will be on file at the Department of Transportation.

Expenses incurred will be charged against the designated project account number and reimbursement for costs shall be borne by the above-listed funds in the total amount of \$937,507.27 in accordance with Federal Aid program requirements.

Your approval of this submission is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner

VFS/GLD/dmp

FEB 11 2016

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

PLANNING AND COMMUNITY ASSESSMENT

- 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 12/31/17. 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 Technology Transfer Center 2016 - 2017

- 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

Campus Project Administrator

Name: Nancy Mayville  
 Address: NH DOT  
 PO Box 483  
 Concord, NH 03302  
 Phone:

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

Campus Project Director

Name: Nancy Mayville  
 Address: NH DOT  
 PO Box 483  
 Concord, NH 03302  
 Phone:

Name: Charles Goodspeed  
 Address: University of New Hampshire  
 Kingsbury Hall  
 33 Academic Way  
 Durham, NH 03824  
 Phone: 603-862-1443

Campus Authorized Official KS  
 Date 2/9/16

F. Total State funds in the amount of \$787,502.87 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 \_\_\_\_\_ % 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. **X-A004(484)** from **Federal Highway Administration** 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, **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] 2/29/16

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

Name: John J. Conforti

Title: Asst. Atty. General

Signature and Date:

[Signature] 3/31/16

**By An Authorized Official of:**

**Department of Transportation**

Name: Victoria F. Sheehan

Title: Commissioner

Signature and Date:

[Signature] 3/30/16

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

Name:

Title:

Signature and Date:

\_\_\_\_\_

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## EXHIBIT A

- A. Project Title:** Technology Transfer Center 2016 - 2017
- B. Project Period:** Written Notice to Proceed from NHDOT – 12/31/2017
- C. Objectives:** To continue the University of New Hampshire Technology Transfer Center (T2 Center). The T2 Center has provided Local Technical Assistance Program (LTAP) service since 1986, to New Hampshire cities and towns. To foster safe, efficient, environmentally sound transportation systems to New Hampshire, the T2 Center is a resource to increase town officials', road managers', and highway crews' knowledge of evolving technology and management practices through education and training, a quarterly newsletter, technical assistance, and other means of technology transfer. It will also perform special projects to address and assist municipalities in upgrading local transportation infrastructures.
- D. Scope of Work:**

### Local Technical Assistance Program

#### Program Administration

**Advisory Board:** The Advisory Board meets three (3) times a year to receive reports and provide guidance on recent and future activities held or sponsored by T<sup>2</sup>. The members of the Advisory Board also participate in discussions regarding current and proposed workshops, state and national Legislation that affects the transportation industry, and other matters that could be of interest to the LTAP and/or public works community in NH.

**FWHA Reports:** At the end of each year, T<sup>2</sup> will gather the pertinent information and submit the Program Assessment Report (“PAR”) and Center Assessment Report (“CAR”) to the FHWA Office of Technical Services, Technology Partnership Programs, in a format to be provided by them.

**LTAP Reports:** Prior to the end of every year, T<sup>2</sup> will prepare a Management Plan for the coming year and present it to the Advisory Board for their review, comments and questions. After the beginning of the year, T<sup>2</sup> will prepare an Annual Report, including the PAR and CAR as submitted to FHWA, and present this to the Advisory Board for their review, comments and questions.

**University of New Hampshire:** T<sup>2</sup> will continue to work with the administration and other personnel at the University of New Hampshire for matters related to T<sup>2</sup>, including but not limited to: overhead (physical location, offices, etc.), personnel, financial policies, and oversight of program and contracts.

## Workshops

**Annual Training:** T<sup>2</sup> will arrange and conduct a minimum of eighty (80) instructional and/or informational workshops annually, for a total of one hundred and sixty (160) during the contract period (“Annual Training”). These will be conducted primarily in two training Sessions each year, one in the Spring and one in the Fall. All Workshops fall into the categories of: technical, supervisory, safety, or environmental.

There are many core workshop topics that will be offered each Session, and additional workshop topics are selected based upon previous workshop evaluations, needs assessment surveys, evaluation of information requests, meetings with road agents and public works directors, and communications with stakeholders.

Workshops are generally open to the public, but private sessions can be requested by the state and/or any municipality so long as they provide a minimum number of participants (generally 10). T<sup>2</sup> will attempt to secure a location and work with the instructor to determine availability. Private workshops are charged at the same rate as if they were being held for the public; the only exception is if refreshments are not being offered, at which point a reduced fee may be available. It should be noted that if there is a conflict between holding a private Workshop versus one for the public, T<sup>2</sup> will always give the public workshop priority.

T<sup>2</sup> will develop a minimum of 2 (two) new Workshops during the contract period. New topics are determined by a review of: received requests, Advisory Board recommendations, and/or topics suggested by the NHDOT and NH municipalities.

T<sup>2</sup> is pleased to announce that it has been in talks with an expert in the field of concrete maintenance and repair, such as sidewalks, bridge abutments, etc. This expert has agreed to develop one or two additional workshops on this topic. Once the workshop(s) has been finalized, we are anticipating holding four (4) to six (6) sessions of the workshop(s) during the first year and will re-evaluate during subsequent years.

General details regarding all workshops:

- Workshops will be advertised using the T<sup>2</sup> website, Road Business newsletter, listservs, social media sites, printed calendars, and US Mail.
- Scheduling and registration will be managed for each workshop, including but not limited to: obtaining qualified instructors, securing a venue, arranging for refreshments, logging registered attendees, and crediting all payments. All necessary materials will be prepared, reviewed, and reproduced prior to each Workshop.
- A T<sup>2</sup> representative will be present at each training session functioning as a facilitator. The facilitator may be the Instructor as well if they are a staff member of T<sup>2</sup>.
- Most workshops typically begin at 8:30 am and conclude at 2:00 pm (5 contact hours), lasting only one (1) day. However, there are workshops that do not conform to this model, including having shorter hours of attendance or lasting more than one day. The length of the workshop, and how many days are required, are clearly noted on the various calendars listing the workshops and the flyers for the workshops themselves.

- One Roads Scholar Program Hour (“Hour(s)”) is given for each hour spent at a workshop.
- Evaluations will be conducted at the end of each workshop relative to instructor performance, content and structure, topic relevance, and potential new training topics. Data from evaluations will be entered into spreadsheets and analyzed. Annually tabulated data is reviewed and the effectiveness of the Program is evaluated with respect to the changing needs of municipal officials.
- Refreshments and/or catered meals are provided for the first day of all workshops longer than three (3) hours. If a workshop is less than three (3) hours, or is a “Day 2” of a given workshop, refreshments and/or catering will generally not be provided, and this will be noted clearly on the workshop flyer. Program fees cover these expenses, accounted for in the Other Program Funds as shown on *Tables 8 and 10*.

Specific Workshops that will be included as part of the Annual Training provided during the Contract period are:

- **FHWA Every Day Counts Initiative:** T<sup>2</sup> will facilitate workshops under the Every Day Counts (“EDC”) program sponsored by the FHWA. This may be substituted with other FHWA programs as necessary to meet future initiatives. T<sup>2</sup> will also facilitate other FHWA sponsored workshops during the contract period as the need arises.
- **Certification Courses:** Developed in partnership with local Road Agents, the NHDOT, the NH Department of Environmental Services (“NHDES”), and the NH legislature, T<sup>2</sup> has developed two (2) Certification courses:
  - **Green SnowPro Training:** This certification provides commercial providers who have taken an approved course and passed the associated exam with decreased liability for incidents relating to the amount of salt spread by the provider during the winter months. They must keep records of the amount of salt used and submit a quarterly report to the NHDES.

This Program is also available to municipal providers as an incentive to use less salt during the winter months. However, due to different laws, they are not afforded the same liability protection.

- **Culvert Maintainer Certification:** This certification program allows state and municipal maintainers who have taken an approved course and passed the associated exam to perform routine maintenance on culverts 48” in diameter without first filing any paperwork with the NHDES. In place of prior notice, a spreadsheet of work performed will be submitted to the NHDES quarterly.

For each Certification course, T<sup>2</sup> has assisted in preparing a re-certification program, and offers these “Refreshers” as part of its normal Workshop session.

T<sup>2</sup> will continue to work with stakeholders to conduct certification courses, and track certified individuals in partnership with existing NHDES sponsored certifications.

- **Flagger Certification:** T<sup>2</sup> will remain an active member of the American Traffic Safety Services Association (“ATSSA”) by providing nationally recognized certification trainings through ATSSA at least three (3) times a year. T<sup>2</sup> will also maintain an ATSSA Certified Instructor on staff to provide core and refresher courses.

**NHDOT Training:** T<sup>2</sup> has a special arrangement with the NHDOT regarding workshops. Within the NHDOT, this is overseen by the Bureau of Human Resources Training Coordinator (“Training Coordinator”), and is to be distributed across all NHDOT departments and/or Districts. The details are as follows:

- At each workshop in a classroom, three (3) reserved seats will be held for participants from NHDOT and will be provided at no charge. If there are additional participants from the NHDOT who wish to attend, T<sup>2</sup> will contact Training Coordinator, stating whether there is room in the Workshop, and the normal cost. The Training Coordinator and T<sup>2</sup> will determine if additional participants can attend, and if so, whether a cost will be assessed.
- At each workshop that is “hands-on” instruction, seats will be made available on a case by case basis. If a participant from the NHDOT wishes to attend, T<sup>2</sup> will contact Training Coordinator, stating whether there is room in the workshop, and the normal cost. The Training Coordinator and T<sup>2</sup> will determine if the participant can attend, and if so, whether a cost will be assessed. It should be noted that this category includes two-day workshops where the first day is classroom instruction and the second day is hands-on (i.e., Grader).
- T<sup>2</sup> will provide up to ten (10) workshop days per year to the NHDOT as private workshops specifically slated for NHDOT employees, for a total of twenty (20) to be held during the contract period. These are in addition to the Annual Training discussed in the previous category. Further details include:
  - For purposes of this category, each day of a workshop counts as a “workshop day,” so a two (2) day workshop would count as two (2) workshop days. It should be noted that Grader and Backhoe, which consist of one day in the Classroom and a second day with Hands On, will count as five days, since that is the amount of time the T<sup>2</sup> Instructor must be available.
  - If a NHDOT Department or District wishes to hold a private workshop day, they can contact either T<sup>2</sup> or the NHDOT Training Coordinator. The Training Coordinator and T<sup>2</sup> will determine if the workshop can be held, and if so, whether a cost will be assessed.
  - Scheduling the workshop will be discussed between the Training Coordinator, T<sup>2</sup> and the requesting Department/District. The final date will be decided based on the requested dates, the Instructor’s availability and the T<sup>2</sup> calendar, with T<sup>2</sup> making the final decision.
  - The number of participants in a workshop will be limited by the number of seats available at the workshop location and the Instructor’s limit on participants.
  - There will be no cost to the NHDOT for these workshop days, unless T<sup>2</sup> must provide materials above and beyond normal printing costs (ie, for Flagger Certification, an ATSSA packet must be provided per their rules).

- Catering and/or refreshments will not be provided at these twenty (20) workshop days, unless it is specifically arranged and approved by the Training Coordinator.
- It is intended that these workshop days be held in a local office, shed, or other classroom space to be provided by the NHDOT.

## **Roads Scholar Program**

T<sup>2</sup> will recognize each participant's personal development through the nationally recognized Roads Scholar Program. Roads Scholars are recognized in six (6) levels of achievement, as well as a side Level for Safety, as shown in *Table 1* below.

Currently there are approximately 750 transportation professionals actively enrolled in the T<sup>2</sup> Roads Scholar Program with nearly 1,400 individuals who have achieved Roads Scholar Level 1 or better since the Program's inception in 1988.

T<sup>2</sup> will manage and maintain a database of all individuals who have taken a workshop since the LTAP began in 1986, including maintaining an electronic archive of the paper rosters from each Workshop. The database includes contact information for each individual, information on locations and caterers for past and upcoming Workshops, and an Awards database showing who has achieved which Level and when they were given the Award.

Every year, T<sup>2</sup> will publish a *Roads Scholar Directory*, which includes all of the active participants in the Roads Scholar Program, meaning they have taken a Workshop during the past 3 years. The Directory includes the Award Level each Individual has achieved, as well as a listing of the current staff, Advisory Board, Instructors and Workshops offered during the previous year. The Directory is distributed through US Mail to the Newsletter distribution list and is made available online.

In conjunction with the Advisory Board, T<sup>2</sup> shall designate awards to be given for the various Levels. T<sup>2</sup> shall maintain a supply of each award to be given to the individuals as they achieve a new Level.

At least once a year, T<sup>2</sup> will organize a Master Roads Scholar celebration, generally a luncheon, to honor all of the individuals who have achieved the rank of Master Roads Scholar and present them with their award. It is expected that higher levels will be presented to the individuals at the Workshops or the celebrations.

**Table 1: Roads Scholar Achievement Levels**

<b>Achievement Level</b>	<b>Requirements</b>
Advanced Master Roads Scholar	200 Hours plus achieved prior level
Master Roads Scholar II	150 Hours, plus be a Safety Champion and achieved prior level
Master Roads Scholar	100 Hours plus achieved prior level
Senior Roads Scholar	75 Hours plus achieved prior level
Roads Scholar Level 2	50 Hours of training including: 10 hours in the Safety category 20 hours in the Technical category 5 hours in the Supervisory category 5 hours in the Environmental category ** plus achieved prior level
Roads Scholar Level 1	25 Hours
Safety Champion	20 Hours in the Safety category

### **Technical Support**

Technical support is most often related to public works construction, computer software/hardware, management, policy, and best practices. T<sup>2</sup> technical staff are available Monday – Friday from 8:30 am through 5:00 pm by phone, fax, email, and/or walk-in for inquiries regarding technical support. T<sup>2</sup> will also maintain a toll-free support line for use by all municipalities.

Technical support tasks are evolving to meet the changing needs of local transportation officials. Specific technical support alternatives may be modified during the course of the contract with the agreement of NHDOT to better address transportation issues in NH. In past years it has been necessary to convene special information sessions to address statewide technical support topics including new legislation, certifications, or natural disaster response.

### **Partnerships**

**Facilitation:** T<sup>2</sup> will provide facilitation services to communicate state issues to municipal transportation officials, and to express municipal concerns to state agencies.

**State Agencies:** T<sup>2</sup> will maintain working relationships with state agencies including: the NHDOT, the NHDES, and the NH Department of Safety. T<sup>2</sup> is continually working to

streamline processes and interactions with these groups and local transportation officials to create efficiencies for all involved.

**NH Public Works Association:** Under the current Bylaws of the NH Public Works Association (“NHPWA”), the LTAP Director or their designee is a voting member of the Board of Directors of the NHPWA.

T<sup>2</sup> provides the following additional services to the NHPWA:

- Manages and maintains their website (t2.unh.edu/nhpwa)
- Takes minutes at Board meetings, types them up and distributes them to the Board
- Maintains an online archive of Board Meeting minutes
- Compiles and produces two newsletters a year
- Maintains two Googlegroups email lists for their Board of Directors and Members
- Assists with all events held by the NHPWA

**NH Public Works Mutual Aid:** Under the current Agreement for the NH Public Works Mutual Aid (“NHPWMA”), the LTAP Director or their designee is an ex officio, or non-voting member, of the Board of Directors of the NHPWMA.

T<sup>2</sup> provides the following additional services to the NHPWMA:

- Manages and maintains their website (t2.unh.edu/nhpwma)
- Takes minutes at Board meetings, types them up and distributes them to the Board
- Maintains an online archive of Board Meeting minutes
- Maintains two Googlegroups email lists for their Board of Directors and Members
- Assists with all events held by the NHPWMA

**State Transportation Innovation Council:** T<sup>2</sup> currently holds two seats on the State Transportation Innovation Council (“STIC”) for the Principal Investigator and the LTAP Director.

**National LTAP Association:** T<sup>2</sup> is a member of the National LTAP Association (“NLTAPA”), one of eight (8) states in the Northeast Region. The staff of T<sup>2</sup> is active on regional and national workgroups and committees, with the goal of attaining an appointed and/or elected seat on the Executive Committee. The staff also attends the Regional Meeting, National Business Meeting and National Annual Meeting.

**Other Partnerships:** T<sup>2</sup> will also maintain the existing partnerships with organizations pertaining to transportation and infrastructure. Current established organizational partnerships beyond those discussed previously include: the Transportation Research Board, American Public Works Association, NH Driving Towards Zero, NH Salt Symposium, National Association of County Engineers, and Construction Career Days. For all of these partnerships, T<sup>2</sup> will participate in meetings, attend conferences, and volunteer as time permits.

## Marketing

As part of its effort to market itself to the public, municipalities, state agencies and other individuals, T2 is an exhibitor at various events/conferences, including but not limited to, the NH Emergency Management Conference, NHMA Conference, Municipal Plow Rally and the Mountain of Demonstrations.

T2 also maintains a current brochure that it makes available at many other events.

## Professional Development

In an effort to further their education and training, the staff of T<sup>2</sup> plans to attend the conferences and/or events as shown on *Table 2*, all of which include training as part of their agenda. It should be noted that many of these conferences and events are put on by the LTAP Partners, or are used by T2 as a marketing opportunity. Therefore, the costs for supplies and travel, as discussed further in the Financial Documentation section, have been split between Partnerships, Marketing and Professional Development. The LTAP Director will attend all meetings, but it is recommended that all staff will also be invited to attend.

**Table 2: Professional Development**

Conference / Event	How Often
NLTAPA National Business Meeting	Once a year in January
NHPWA Technical Meeting	Once a year in March
ACEC NH Conference	Once a year in April
NLTAPA Regional Meeting	Once a year in May
NHPWA Annual Meeting	Once a year in May
Mountain of Demonstrations	Once year in May
Emergency Preparedness Conf.	Once a year in June
NLTAPA Annual Meeting	Once a year in July
Northeast Transportation Safety Conference	Every other year in September
NH Salt Symposium	Once a year in October
Every Day Counts Summit	Every other year in the Fall
NHMA Conference	Once a year in November
APWA Regional Meetings	Quarterly
APWA Snow & Ice Conference	Every year in May
AASHTO Meetings	<i>As scheduled</i>

## Newsletter

Every quarter, T<sup>2</sup> will publish the *Road Business* newsletter that shall at a minimum consist of: one cover article on a current transportation issue, one technical article on a relevant public works technique or issue, one non-technical informational article, an announcements section, and a knowledge retention device (such as a crossword or word search).

T<sup>2</sup> will distribute the newsletter though email and US Mail to all designated persons on the current distribution list. The 2015 distribution list consists of ~265 hard copy subscribers and

~850 electronic subscribers. Electronic copies of *Road Business* will also be posted on the T<sup>2</sup> website and Facebook page.

## **Information Services**

**Development & Maintenance of Library:** The T<sup>2</sup> staff keeps abreast of technologies applicable to maintenance and repair of local transportation assets, and to the regulations governing such activities. T<sup>2</sup> will identify the needs of local agencies for technical information through personal contact, Workshops, *Road Business*, and formal surveys. In response, T<sup>2</sup> will generate in written, web, or video format materials specific to these inquiries. Information will be conveyed in an appropriate format, either via web, email or postal service.

**NH Public Works Mutual Aid:** In partnership with NHPWMA, T<sup>2</sup> maintains a database of mutual aid equipment and contact information for active Members. T<sup>2</sup> also promotes municipal participation in the NHPWMA program to improve the disaster preparedness of local transportation agencies. During emergencies the mutual aid database is used in conjunction with electronic mailing lists to allow local transportation officials to obtain necessary equipment to respond to disasters. Mutual aid can also be used to perform routine maintenance which requires equipment not currently owned by or available to their agency. Mutual aid agreements are federally recognized for insurance and reimbursement purposes.

**Maintenance of Websites and Social Media:** T<sup>2</sup> manages and maintains their general website (t2.unh.edu), which includes a library, many archives and upcoming information on Workshops. In addition, T<sup>2</sup> maintains a Facebook, Twitter, and YouTube channel, which are updated on a regular basis with relevant transportation information.

**Email Lists and ListSrvs:** T<sup>2</sup> maintains numerous electronic mailing lists (GoogleGroups) and ListSrvs, which include individuals from the state and/or municipalities responsible for local roads, including but not limited to: road managers, road agents, municipal engineers, mayors, City/Town councils, Boards of Selectmen, town managers, town administrators, state transportation officials, Regional Planning Commissions, appropriate federal agency personnel, private contractors and engineers, transportation related personnel in colleges and universities, and private citizens who request inclusion.

These electronic mailing lists provide a forum to circulate announcements, inquiries, information on new technologies and current legislation. Local transportation officials also use the electronic mailing lists as a means to get advice or answers to questions they have encountered in their own town. Local and State transportation officials frequently provide responses to these specific questions by sharing their valuable knowledge with their peers.

T<sup>2</sup> maintains the Google Groups and ListServes as shown on *Tables 3 and 4*:

**Table 3: Google Group Descriptions**

Google Group Name	Purpose
NH LTAP Advisory Committee	Primary email group for the Advisory Committee of the NH LTAP
NH Public Works Association Board	Primary email group for the NH Public Works Association Board of Directors
NH Public Works Association Members	Primary email group for the members of the NH Public Works Association
NH Public Works Mutual Aid Board	Primary email group for the NH Public Works Mutual Aid Board of Directors
NH Public Works Mutual Aid Members	Primary email group for the members of the NH Public Works Mutual Aid program
UNH Technology Transfer Center Staff	Primary email group for the staff of the UNH Technology Transfer Center

**Table 4: UNH ListServ Descriptions**

UNH LISTSERVE	Purpose
Pw.net	Serves ~850 local and state government employees, private sector employees, and anyone interested and/or related to transportation and public works in NH.
Nh.roadmanagers	Serves road managers in NH
Nhpwma.members	Serves Mutual Aid members in the case of storms, emergencies, and for information pertaining to the Mutual Aid Program.

### Special Projects

**Online Learning and iPad Lending Program:** T<sup>2</sup> intends to begin a special project that will evaluate various methods of online training to determine which are suitable for use in NH. In connection with beginning an online program, T<sup>2</sup> intends to begin a program to loan iPads to municipalities for their use for online learning, using programs set up by other LTAPs that have worked well (i.e., the iPad lending program in North Dakota). It is anticipated that T<sup>2</sup> will purchase ten (10) iPads for this Program.

**Technical Article Portal:** To increase accessibility of transportation technical information, T<sup>2</sup> will develop a technical article portal using a social media platform like Tumblr to disseminate technical articles. The portal will serve as a resource for customers to access technical information from current editions of Road Business and other technical publications, and will have full search capabilities. Over time all back technical articles from previous editions of Road Business will be included. This process has been adopted by several local LTAP centers including Massachusetts.

## Other Program Funds Generated by the LTAP

Other program funds may be generated and used, in the additive method, to expand services provided by this Contract Proposal. Other program funds generated in previous Project Agreements from prior years may be carried over for use under the Contract Proposal.

It is anticipated that approximately \$150,000.00 will be generated as program funds. These are to be used, but not limited to, the following items:

- Technical material review and subsequent preparation of workshop materials
- Room fees associated with holding Workshops
- Refreshments for the students at Workshops
- Instructor fees, as defined under individual Independent Contractor Agreements between the Instructor and T<sup>2</sup>
- Post-workshop technical assistance to municipalities by T2 staff and/or contractors

The **anticipated** Budget Summary for Other Program Funds is shown on **Table 8**. As with **Table 7**, the numbers shown in the Summary are synthesized into the major categories shown in the Scope of Work and Deliverables. The supplies expense line item includes all expendable and non-expendable items (office, instructional, and research materials) used solely to accomplish tasks outlined herein or requested by sponsor and are considered to be above and beyond those covered by F&A.

It should be noted that the total amount of \$150,000.00 is anticipated and not guaranteed, and the LTAP may receive more or less than the total stated. All funds received will be used as stated in a ratio similar to that shown on **Table 8**.

## Municipal Asset Management

T2 will provide the NHDOT with a system to use existing Pontis data to create a municipal bridge rating system. T2 will work in conjunction with NHDOT to determine the proper criteria in order to accurately rate each bridge based on its condition. Using said condition data from Pontis, T2 will determine criteria which will then provide a high level repair cost estimate. T2 will display this data on a map hosted on ArcOnline for all users to view, query, and filter Pontis condition data.

T2 will create a maintenance tracking system for municipal bridges. Using the module create above, T2 will append a maintenance tracking layer to the existing data set. This will allow municipalities to track the date, personnel involved, maintenance performed, and other relevant criteria which will assist NHDOT in ensuring municipalities are properly maintaining their bridges.

Lastly, T2 will begin to scope out additional work required in order to breakdown the bridge structure into an element basis for a more detailed cost analysis. Working with NHDOT T2 will identify bridge elements, condition states for each element, and repair strategies for each condition state. Then using this information, T2 will scope additional work to use this information in order to better estimate repair costs of municipal bridges.

## Municipal Bridge Maintenance and Rating

Continue proof of concept for Municipal Bridge Maintenance.

**Priority #1:** Present bridge condition rating data (Pontis) in a format understandable to municipal level users.

- a. Take Pontis data and bring into SADES.
  - i. Only display necessary data
  - ii. In user-friendly fashion
- b. Meet to determine core criteria for bridge condition data
  - i. Will help in assigning general rating scheme
- c. Meet to determine high level cost estimation based on condition
  - i. Based on condition and repair needs from Pontis
- d. Create municipal priority rating criteria based on importance factors, such as traffic volume, risk of bridge closure, EMS Router importance factors.
  - i. Using Pontis data
- e. Create data viewer for Pontis data
  - i. Using ArcOnline
- f. Train users on Pontis viewing and operation of data viewer

**Priority #2:** Create maintenance tracking system for NHDOT.

- a. Meet to determine core criteria needed
- b. Create menu's on SADES bridge layer created above
  - i. Will track what maintenance was completed and when
  - ii. Will keep maintenance history
  - iii. Task schedule and work order sections
- c. Pilot the map program
- d. Train users on the program
  - i. Compile training documentation
  - ii. Compile training presentations
  - iii. Create reference documents
- e. Train users on SADES and use of software/iPad

**Priority #3:** Detailed cost estimating on the element level

- a. Meet to determine core criteria/elements to rate condition
- b. Prepare menus on a SADES layer to assess condition of separate elements
- c. Determine maintenance/repairs tasks for each element
- d. Determine which conditions require which repairs
- e. Pilot the collection module (addition to the Pontis layer above)
- f. Refine the layer and collection method
- g. Associate estimated costs per repairs
- h. Calculate estimated repair costs for the bridge based on detailed condition assessment

## Asset Forecasting

T<sup>2</sup> will continue to develop the Asset Forecasting tool for use for RSMS. T<sup>2</sup> will use feedback from the Transportation Planners Collaborative RSMS Pilot Project from the RPC's to make changes in order to better suit the needs of NHDOT, RPC's, and municipalities. T<sup>2</sup> will seek assistance from professional programmers here at the University as well as solicit for student help in some of the smaller projects. T<sup>2</sup> will allocate no more than \$15,000 towards this development of the Asset Forecasting tool.

## Financial Documentation

### LTAP - Summary of Labor and Financial Requirements

In an effort to improve financial management practices, increase transparency and efficiency, as well as to maintain the current level of service, T<sup>2</sup> has developed a Summary of Labor and Financial Requirements for the LTAP during an average month, as shown below on *Table 5*.

The Summary is synthesized into the major categories as shown in the Scope of Work and Deliverables, and are based on staff time estimates for their activities for an average month. It should be noted that over the course of a year, the actual numbers will be different depending on the month, the work being done, the Workshops planned, and many other factors. Therefore this should be considered an estimate of the time spent and not actual numbers for any given month.

**Table 5: LTAP - Summary of Labor and Financial Requirements**

<b>Local Technical Assistance Program</b>			
<b>Labor Costs</b>	<b>Hours</b>	<b>Monthly Salary (including Fringe)</b>	<b>Listed in Next Section</b>
LTAP Director	40 / week	\$ 5,175.02	1
Training Coordinator	40 / week	\$ 4,301.61	2
Senior Training Instructor	80 / month	\$ 2,341.44	3
Training Instructor	40 / month	\$ 1,111.10	4
Student Worker	12 / week	\$ 664.85	5
<b>Total Labor Costs</b>		<b>\$ 13,594.02</b>	

**Monthly Tasks in Percent Time, Plus Supplies & Travel:**

<b>Category</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Supplies</b>	<b>Travel</b>	<b>Total (With Labor)</b>
Program Administration	12	1	1	1	0	62.50	62.50	823.54
Workshops	39	49	70	77	59	3,125.00	833.33	10,971.20
Roads Scholar Program	12	20	2	2	20	208.33	104.17	1,995.85
Technical Support	5	5	10	5	2	83.33	62.50	922.66
Partnerships	11	3	5	5	0	62.50	125.00	1,058.43
Marketing	3	2	2	2	1	166.67	208.33	691.98
Professional Development	5	3	5	5	2	104.17	416.67	1,094.56
Newsletter	2	9	1	1	3	104.17	0.00	649.28
Information Services	5	6	0	0	10	41.67	0.00	625.00
Special Projects	6	2	4	2	3	1,041.67	62.50	1,636.53
<b>Totals for Monthly Tasks</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>5,000.00</b>	<b>1,875.00</b>	<b>\$ 20,469.03</b>

**Municipal Asset Management - Summary of Labor and Financial Requirements**

In an effort to improve financial management practices, increase transparency and efficiency, as well as to maintain the current level of service, T<sup>2</sup> has developed a Summary of Labor and Financial Requirements, as shown on the following *Table 6*.

Task #	Task Description	Principle	Manager	Project Engineer	Coordinator	Total
1	Present bridge condition data					
1.1	Take Pontis data and bring into SADES	16	32	32	-	80
1.2	Meet to determine core criteria for condition data	16	16	16	4	52
1.3	Meet to determine high level cost estimation	16	16	16	4	52
1.4	Create municipal priority rating based on condition	24	32	24	-	80
1.5	Create data viewer for Pontis information	8	32	24	-	64
1.6	Train users on Pontis viewing and operation of viewer	24	48	48	16	136
	Subtotal	104	176	160	24	464
2	Create maintenance tracking system					
2.1	Meet to determine core criteria needed	16	16	16	4	52
2.2	Create menu's on SADES bridge layer created in Task 1	8	32	24	-	64
2.3	Pilot the map program	8	32	32	-	72
2.4	Train users on the program	8	48	48	16	120
2.5	Train users on the SADES and use of software/iPad	8	32	24	8	72
	Subtotal	48	160	144	28	380
3	Scope work required for detailed cost estimation					
3.1	Investigate which elements involved	8	8	8	-	24
3.2	Identify condition states for each element	8	16	8	-	32
3.3	Compile list of possible repair strategies	8	16	8	-	32
3.4	Compile list of unit costs for repairs	8	16	8	-	32
3.5	Scope additional work require to estimate cost	8	16	8	-	32
	Subtotal	40	72	40	-	152
4	Implementation of detailed cost estimation					
4.1	Associate element repairs with condition assessments	16	24	24	-	64
4.2	Integrate condition index for element categories	8	16	16	-	40
4.3	Create report with detailed cost estimation	16	24	24	-	64
4.4	Create report with maintenance schedule	16	24	16	-	56
	Subtotal	56	88	80	-	224
	Total Hours	248	496	424	52	1,220
	Direct Labor Rate	85	28	21	21	
	Fringe	39	14	10	10	
	Burdened Hourly Rate	124	42	31	31	
	Labor Cost	30,628	20,832	13,144	1,612	66,216
	Overhead	10,781	7,333	4,627	567	23,308
	Total Labor Cost	41,409	28,165	17,771	2,179	89,524
	Task					
	Direct Expenses	1	2	3	5	
	Travel	2,500	2,500			
	Supplies	2,500	2,500			
	Sub Total Direct Expense	5,000	5,000	-	-	10,000
	Overhead	1,760	1,760			3,520
	Total Direct Expenses	6,760	6,760			13,520
	Total Cost	48,169	34,925	17,771	2,179	103,044

## Proposed Budget Summaries

The proposed Budget Summary for each Program is shown below on *Tables 7, 8 and 9*, and the Total Proposed Budget Summary is shown on *Table 10*. The supplies expense line item includes, but is not limited to, vendor fees, vendor services, and all expendable and non-expendable items (office, instructional, and research materials) used solely to accomplish tasks outlined herein or requested by sponsor and are considered to be above and beyond those covered by F&A.

**Table 7: Budget Summary for LTAP**

<b>Local Technical Assistance Program</b>					
<b>Category</b>	<b>Labor</b>	<b>Supplies</b>	<b>Travel</b>	<b>F&amp;A</b>	<b>Total</b>
Program Administration	16,765.05	1,500.00	1,500.00	6,957.30	26,722.35
Workshops	168,308.75	75,000.00	20,000.00	92,684.68	355,993.43
Roads Scholar Program	40,400.30	5,000.00	2,500.00	16,860.91	64,761.21
Technical Support	18,643.86	2,000.00	1,500.00	7,794.64	29,938.50
Partnerships	20,902.26	1,500.00	3,000.00	8,941.60	34,343.86
Marketing	7,607.57	4,000.00	5,000.00	5,845.86	22,453.43
Professional Development	13,769.36	2,500.00	10,000.00	9,246.81	35,516.17
Newsletter	13,082.79	2,500.00	0.00	5,485.14	21,067.93
Information Services	13,999.99	1,000.00	0.00	5,280.00	20,279.99
Special Projects	12,776.61	25,000.00	1,500.00	13,825.37	53,101.98
<b>Total (Federal Reimbursable)</b>	<b>326,256.54</b>	<b>120,000.00</b>	<b>45,000.00</b>	<b>172,922.30</b>	<b>664,178.84</b>

**Table 8: Budget Summary for Other Program Funds**

<b>Other Program Funds (Non-Par)</b>					
<b>Category</b>	<b>Labor</b>	<b>Supplies</b>	<b>Travel</b>	<b>F&amp;A</b>	<b>Total</b>
Technical Material Review	10,000.00	5,000.00	0.00	5,280.00	20,280.00
Room Fees	0.00	8,950.00	0.00	3,150.40	12,100.40
Refreshments	0.00	12,000.00	0.00	4,224.00	16,224.00
Instructor Fees	0.00	30,000.00	0.00	10,560.00	40,560.00
Post-workshop Technical Assistance	25,000.00	20,000.00	0.00	15,840.00	60,840.00
<b>Total (Non-Par)</b>	<b>35,000.00</b>	<b>75,950.00</b>	<b>0.00</b>	<b>39,054.40</b>	<b>150,004.40</b>

**Table 9: Budget Summary for Municipal Asset Management**

<b>Municipal Asset Management</b>					
<b>Category</b>	<b>Labor</b>	<b>Supplies</b>	<b>Travel</b>	<b>F&amp;A</b>	<b>Total</b>
Municipal Bridge	66,216.00	5,000.00	5,000.00	26,828.03	103,044.03
Asset Forecasting	0.00	15,000.00	0.00	5,280.00	20,280.00
<b>Total (Federal Reimbursable)</b>	<b>66,216.00</b>	<b>20,000.00</b>	<b>5,000.00</b>	<b>32,108.03</b>	<b>123,324.03</b>

**Table 10: Total Budget Summary for All Programs**

<b>Category</b>	<b>Labor</b>	<b>Supplies</b>	<b>Travel</b>	<b>F&amp;A</b>	<b>Total</b>
Local Technical Assistance Program	326,256.54	120,000.00	45,000.00	172,922.30	664,178.84
Municipal Asset Management	66,216.00	20,000.00	5,000.00	32,108.03	123,324.03
<b>Subtotal (Federal Reimbursable)</b>	<b>392,472.54</b>	<b>140,000.00</b>	<b>50,000.00</b>	<b>205,030.33</b>	<b>787,502.87</b>
Other Program Funds (Non-Par)	35,000.00	75,950.00	0.00	39,054.40	150,004.40
<b>Total</b>	<b>427,472.54</b>	<b>215,950.00</b>	<b>50,000.00</b>	<b>244,084.73</b>	<b>937,507.27</b>

**E. Deliverables Schedule:**

<b>Program Administration</b>	
1	Prepare for and attend Advisory Board meetings
2	Prepare and submit FHWA Reports
3	Prepare and submit LTAP Reports to Advisory Board
4	Coordinate with UNH
<b>Workshops</b>	
5	Conduct 80 Workshops annually, or 160 Workshops over 2 years, including: <ul style="list-style-type: none"> <li>a. Schedule Workshops for Spring and Fall Sessions                             <ul style="list-style-type: none"> <li>-- Find and coordinate instructors and locations</li> <li>-- Arrange for and refreshments and/or catering</li> </ul> </li> <li>b. Advertise and market Workshops</li> <li>c. Prepare and update online and paper Calendar of Session</li> <li>d. Manage registrations</li> <li>e. Print and bind all materials for Workshop</li> </ul>

	f. Prepare, distribute and evaluate the results of all Evaluations g. Work with Instructor to conduct technical review for current Workshops
6	T <sup>2</sup> Staff to attend every Workshop as a Facilitator
7	Develop 2 new Workshops, including: a. Find Instructor eligible to teach material b. Work with Instructor to prepare material for new Workshop
8	Assist FHWA with Every Day Counts (EDC)
9	Manage Certification courses: Green SnowPro, Culvert and Flagger, including: a. Conduct Workshops for certifications and re-certifications b. Assist NHDES with tracking certified individuals (Green SnowPro, Culvert) c. Maintain an active membership with ATSSA for Flagger Instructor
10	Maintain arrangement with NHDOT regarding registrations, including: a. Provide 3 free registrations for all classroom Workshops b. Hands on Workshops are available on a case by case basis c. Provide 10 Workshop days for private Workshops, in addition to the Annual Training provided in 5 above. d. Coordinate with Training Coordinator at NHDOT regarding all details
<b>Roads Scholar Program</b>	
11	Management of Road Scholar Program
12	Manage database of all individuals in the Program, including: a. Update information as needed and/or requested b. Maintain electronic archive of rosters and evaluations c. Update and improve database
13	Set up and attend Master Roads Scholar celebration
14	Publish a Roads Scholar Directory annually
15	Maintain a supply of awards for all Levels
<b>Technical Support</b>	
16	Available Monday - Friday at office, or through toll-free support line
17	Manage and reply to all inquiries received by phone, fax or direct inquiry
<b>Partnerships</b>	
18	Facilitate between municipalities and state agencies
19	Maintain relationships with various State agencies
20	NHPWA – duties including: a. Act as member of Board of Directors b. Manage and maintain website, including electronic archive of all Minutes c. Attend and take minutes at Board Meetings d. Compile and publish Newsletter e. Assist with all Events
21	NHPWMA – duties including: a. Act as member of Board of Directors b. Manage and maintain website, including electronic archive of all Minutes

	c. Attend and take minutes at Board Meetings d. Assist with all Events
22	STIC – Prepare for and attend Meetings as Council Member
23	NLTAPA – duties including: a. Volunteer for Regional and National workgroups and committees b. Attend all Meetings: Regional, Business, Executive Committee and Annual
24	Maintain existing Partnerships with other organizations
<b>Marketing</b>	
25	Exhibit at various events and/or conferences
26	Maintain, update and distribute brochure for T <sup>2</sup>
<b>Professional Development</b>	
27	T2 Staff to further their education and training by attending various conference and/or events as further shown on Table 2
<b>Newsletter</b>	
28	Publish 4 Newsletters Annually
29	Manage and maintain lists for mailing and sending electronically
<b>Information Services</b>	
30	Develop and maintain both a physical and online library
31	Maintain NHPWMA database
32	Manage and maintain websites and social media, including but not limited to: a. T <sup>2</sup> general website (t2.unh.edu) b. Facebook, Twitter, YouTube
33	Manage and maintain email lists and ListServs as shown on Tables 3 and 4
<b>Special Projects</b>	
34	Development of site for technical articles, including integration of technical topics from Newsletters, other LTAP center and other organizations
35	Evaluate and start a program of online training, including: a. Research various methods in use b. Correspond with other LTAP centers regarding their programs
36	Establish a program to lend Ipads to municipalities for online training, including purchasing and maintaining ten (10) iPads for lending



## 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 .