



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Office of Federal Compliance
 April 22, 2014

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

Sole Source

REQUESTED ACTION

- 1.) Pursuant to RSA 14:30-a, VI, authorize the New Hampshire Department of Transportation to accept and expend funds in the amount of \$20,000.00 from the Federal Highway Administration to partner with the University of New Hampshire for two Summer Tech Camps to be effective upon Governor and Council approval through September 30, 2014. 100% Federal Funds.

- 2.) Authorize the New Hampshire Department of Transportation to enter into a two **sole-source** Cooperative Project Agreements with the University of New Hampshire (UNH), Durham, NH (vendor #177867) for a total of \$20,000.00 to develop a Cooperative National Summer Transportation Institute with UNH Tech Camps in fiscal year 2014 to be effective upon Governor and Council approval through September 30, 2014. 100% Federal Funds.

	FY 2014		
04-096-096-963515-3054	Current Budget	Requested Change	Revised Budget
Consolidated Federal			
Expenses:			
018 500106 Overtime	\$190,857	\$0	\$190,857
020 500200 Current Expense	198,182	0	198,182
022 500255 Rents-Leases Other than State	28,118	0	28,118
023 500291 Heat, Electricity, Water	76,307	0	76,307
024 500225 Maint. Other than Bldg-Grounds	185,034	0	185,034
025 506467 State Owned Equipment Usage	44,418	0	44,418
026 500251 Organizational Dues	105,250	0	105,250
030 500311 Equipment	188,310	0	188,310
038 500175 Technology - Software	85,900	0	85,900
039 500180 Telecommunications	1,500	0	1,500
041 500801 Audit Fund Set Aside	395,560	0	395,560
046 500463 Consulting	61,419,081	0	61,419,081

049 500294 Transfer to Other State Agency	121,410	0	121,410
050 500109 Personal Services - Temporary	354,749	0	354,749
052 500104 Masters FICA	1,706	0	1,706
060 500601 Benefits	65,888	0	65,888
066 500545 Employee Training	19,266	0	19,266
070 500704 In-State Travel	226,805	0	226,805
080 500710 Out of State Travel	29,591	0	29,591
102 500731 Contracts for Program Services	0	20,000	20,000
400 500870 Construction-Repairs & Materials	270,593,359	0	270,593,359
401 500877 Land Interest	92,560,644	0	92,560,644
Total	\$426,891,935	\$20,000	\$426,911,935
Source of Funds			
Revenue:			
000 409151 Federal Funds	\$414,145,648	\$20,000	\$414,165,648
005 402851 Private Local Funds	8,666,266	0	8,666,266
000 000015 Highway Fund	4,080,021	0	4,080,021
Total	\$426,891,935	\$20,000	\$426,911,935

Consolidated Federal (3054) – FY14 : 97.01% Federal Funds, 2.03% Private Local Funds and 0.96% Highway Funds

Consolidated Federal (3054) – FY15 : 99.40% Federal Funds and 0.60% Private Local Funds

EXPLANATION

1.) The action requested is in furtherance of a long-standing cooperative relationship between the Department of Transportation and the University of New Hampshire. The New Hampshire Department of Transportation will accept and 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.

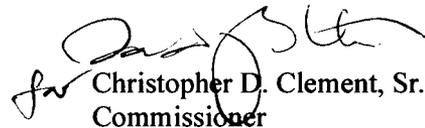
The University of New Hampshire (UNH) has been offering two Tech Camps for the last several years: the UNH Engineeristas is a one-week camp experience for girls entering grades six and seven and the UNH Tech Camp which is a coed camp that runs for two weeks. Both Tech Camps are outreach programs offered 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).

By accepting federal funds for \$20,000 (\$10,000 for the Engineeristas Camp and \$10,000 for the Coed Tech Camp), the New Hampshire Department of Transportation (NHDOT) will partner with the already established and highly successful UNH Tech Camps to establish a New Hampshire Summer Transportation Institute 2014 (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, and the Department has verified that the necessary funds are available and there is no match requirement for funding. Copies of the fully executed agreement 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,


for Christopher D. Clement, Sr.
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 **9/30/14**. 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 - 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.

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: 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 \$10,000 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 _____ % 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. 29216A 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: Victor G. Sosa
Title: Director, Sponsored Programs Administration
Signature and Date: _____ 4/18/14

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

Name: John J. Conforti
Title: Assistant Attorney General
Signature and Date: _____

By An Authorized Official of:

Name: William C...
Title: Director of Project Development
Signature and Date: _____ 4/27/14

**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, 2014 - September 30, 2014
- C. Objectives:** The State will partner with the already established and highly successful UNH Tech Camps by establishing a New Hampshire Summer Transportation Institute (NSTI) 2014. The State will collaborate with the one week UNH Engineeristas Camp for girls. The purpose of the NSTI is to create awareness and stimulate interest in middle and high school participants in career opportunities in the transportation industry; enhance Science, Technology, Engineering and Math (STEM) skills and attract and acquaint a broad and diverse selection of bright minds with the various aspects of the transportation industry. The camp engages young people in problem solving and hands-on activities as they interact with all areas of STEM. Previous years' camp activities have included Alternative Energy, Robotics, Aerospace, and Biomedical Engineering. During the New Hampshire Summer Transportation Institute 2014 (NHSTI 2014), students will participate in various transportation related activities which will demonstrate how rewarding it can be to work in the transportation industry. The NHSTI 2014 will offer the residential campers the opportunity to experience college campus living.
- D. Scope of Work:** The NHSTI will recruit eleven (11) 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 (if required)	Total
1. Salaries & Wages	0	0	0
2. Employee Fringe Benefits	0	0	0
3. Travel	1,150	0	1,150
4. Supplies and Services	8,850	0	8,850
5. Equipment	0	0	0
6. Facilities & Admin Costs	0	0	0
Subtotals	10,000	0	10,000

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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 - Tech Camp

- 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.

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Address: John O. Morton Building
7 Hazen Drive, Room 140
Concord, NH 03302-0483
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Campus Project Administrator

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Name: Robert M. Henry
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Durham, NH 03824
Phone: 603-862-4447

[Handwritten Signature]
[Handwritten Date: 4/15/14]

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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: Victor G. Sosa

Title: Director, Sponsored Programs Administration

Signature and Date:

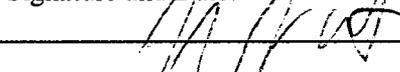
 4/18/14

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

Name: John J. Conforti

Title: Asst. Admin. Council

Signature and Date:

 4/22/14

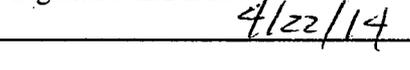
By An Authorized Official of:

NH Department of Transportation

Name: William [Signature]

Title: Director of Project Development

Signature and Date:

 4/22/14

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 - Tech Camp
- B. Project Period:** May 1, 2014 - September 30, 2014
- C. Objectives:** The NH Department of Transportation (NHDOT) will partner with the already established and highly successful UNH Tech Camps by establishing a New Hampshire Summer Transportation Institute 2014. The NHDOT will collaborate with the two week coed Tech Camp for students entering grades 7 and 8. The purpose of the NSTI is to create awareness and stimulate interest in middle and high school participants in career opportunities in the transportation industry; enhance Science, Technology, Engineering and Math (STEM) skills and attract and acquaint a broad and diverse selection of bright minds with the various aspects of the transportation industry.
- D. Scope of Work:** The NHSTI 2014 will recruit six students entering grades seven through nine for a two week (Monday through Friday) residential Tech Camp experience. There will be six scholarships for tuition and residential costs. Applicants from the public, private and home schools will be required to submit an application, a statement of interest in Transportation and/or STEM and a letter of recommendation from one of their school's teacher or guidance counselor.
- 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 (if required)	Total
1. Salaries & Wages	1,000	0	1,000
2. Employee Fringe Benefits	0	0	0
3. Travel	300	0	300
4. Supplies and Services	8,700	0	8,700
5. Equipment	0	0	0
6. Facilities & Admin Costs	0	0	0
Subtotals	10,000	0	10,000
Total Project Costs:	10,000		

Campus Authorized Official _____
 Date 4/16/14

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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[Handwritten date]