



STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
 107 Pleasant Street, Johnson Hall
 Concord, NH 03301-3834
 Telephone: (603) 271-2155
 Fax: (603) 271-2615



MARGARET WOOD HASSAN
 GOVERNOR

January 8, 2014

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

REQUESTED ACTION

- 1) Authorize Karen Cramton, Deputy Director and Administrator of Energy Programs of the New Hampshire Office of Energy and Planning to attend The Green Bank Academy Hands-on Summit of state energy and finance leaders to be held February 6-7, 2014 in Washington, DC, upon Governor and Council approval.
- 2) Further authorize her, pursuant to RSA 4:8, and Administrative Rule 311.10, to accept a complimentary travel stipend from Brookings Metropolitan Policy Program for travel and accommodations not to exceed \$500.00.

EXPLANATION

The Green Bank Academy (Academy) is a conference of state energy and finance leaders to learn about achieving state energy goals and promoting multi-state collaboration through "green banks" to increase access to financing tools for energy efficiency and clean energy sources. This training will benefit efforts in New Hampshire to identify private sources of funding to increase investments in energy efficiency and small-scale clean energy systems. The Academy is sponsored by The Coalition for Green Capital, Connecticut Clean Energy Finance and Investment Authority and Brookings Metropolitan Policy Program. The Academy will be a unique gathering of leaders from around the country to learn about and discuss the establishment and coordination of state "green banks" through presentations and hands-on workshops.

Karen Cramton, Deputy Director and Administrator of Energy Programs of the New Hampshire Office of Energy and Planning, will learn valuable and timely information through this Academy. The Academy agenda is specifically focused on using limited public funds to leverage private capital.

Expenses for the event include:

Admission:	Complimentary
Meals:	Complimentary
Hotel:	\$615.00 (\$500.00 stipend)*
Airline Travel	\$150.00*
Common Carrier/Auto Mileage:	\$ 75.00*
TOTAL	\$840.00

*Remaining expenses totaling \$340.00 will be paid from 100% Federal Funds (ARRA Retrofit Ramp-Up). In the event Federal Funds become no longer available, General Funds will not be requested to support this request.

Respectfully submitted,

Meredith A. Hatfield
 Director

G&C 01/15/14

TDD Access: Relay NH 1-800-735-2964



GREEN BANK ACADEMY

FEBRUARY 6-7, 2014

**Location: Skadden, Arps, Slate, Meagher & Flom
1440 New York Ave, N.W., Washington, D.C. 20005**

Session Locations and Times

Thursday, February 6

8:30am – 5:00pm Working Session (1440 New York Ave, N.W., Washington, DC)
6:30pm – 9:00pm Dinner (1440 New York Ave, N.W., Washington, DC)

Friday, February 7

8:30am – 3:00pm Working Session (1440 New York Ave, N.W., Washington, DC)

Travel and Expenses

Participants will be provided a stipend—in the form of a check—to defray travel and lodging costs within 14 business days after providing the necessary documentation. Required documentation includes the name, address, and W9 of the party receiving the stipend. Participants will be responsible for direct payment of airfare and hotels (see below for hotel reservation guidance). The cost of programming and executing the sessions, as well as all meals, will be covered completely by the event sponsors.

Air Travel: The following airports service the Washington DC metropolitan area and are listed in order of proximity to the W Hotel/Skadden Arps:

- Ronald Reagan Washington National Airport (20 mins)
- Washington Dulles International Airport (60 mins)
- Baltimore-Washington International Airport (60 mins)

Hotel: A room block has been reserved for the Green Bank Academy participants at the W Hotel (515 15th St NW, Washington, DC 20004). Reservations will be made on your behalf. Please contact Taylor Stewart at tstewart@brookings.edu with the dates that you will require for your hotel stay.

Meals: All meals will be provided, beginning with breakfast on Thursday, February 6 and concluding with lunch on Friday, February 7.

Attire

Business casual or professional attire.
