



MARGARET WOOD HASSAN
GOVERNOR

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

9/5

26



October 13, 2014

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

REQUESTED ACTION

Authorize the Office of Energy and Planning (OEP) to enter into a Memorandum of Agreement (MOA) with the Department of Environmental Services (NH DES, Vendor #177894), Concord, NH in the amount of \$50,000 to support and promote installation of electric vehicle (EV) charging infrastructure and idling reduction technologies in state and municipal vehicles, effective November 12, 2014, upon Governor & Council approval through June 30, 2016. 100% Federal Funds (State Energy Program).

Funding is available in the following account, contingent upon the availability and continued appropriation of funds in the FY 2016 operating budget, with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office, as follows:

<u>Office of Energy & Planning, State Energy Programs</u>	<u>FY 2015</u>	<u>FY 2016</u>
01-02-02-024010-6510		
102-500731 Contracts for Program Services	\$25,000	\$25,000

EXPLANATION

The intent of this agreement is to provide support for programs to reduce fossil fuel consumption and reduce costs in New Hampshire's transportation sector by supporting the installation of electric vehicle (EV) charging infrastructure (Electric Vehicle Support Equipment (EVSE)) along key corridors in New Hampshire, and the installation of idling reduction technology in state and municipal vehicles. These vehicles often idle for long periods of time to protect battery life while operating external equipment such as safety and emergency lights. Reducing that idling will save taxpayers money and reduce emissions. EVSE installation will be coordinated with infrastructure already located or planned in New Hampshire, in neighboring states and in Canadian provinces, in an effort to build a regional network that will bring EVs to and through New Hampshire. Increased availability of strategically located EV charging sites will facilitate

the use of fossil fuels, whether through enabling increased use of EVs or reducing vehicle idling, saves money and benefits New Hampshire's environment.

This project will be administered by the NH DES.

In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

Sincerely,



Meredith A. Hatfield, Director
NH Office of Energy and Planning



Thomas S. Burack, Commissioner
NH Department of Environmental Services

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF ENERGY AND PLANNING
AND
DEPARTMENT OF ENVIRONMENTAL SERVICES**

This MOA describes activities that have been agreed to between the New Hampshire Office of Energy and Planning (OEP) and Department of Environmental Services (DES) to utilize funding provided by OEP to reduce energy consumption and costs in the transportation sector. This agreement will become effective November 12, 2014, upon approval by Governor and Council. The project completion date is June 30, 2016.


For the purposes of this Agreement, OEP and DES agree as follows:

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. The program funds shall be used to provide rebates for installation of Electric Vehicle Support Equipment (EVSE) (charging infrastructure) to support travel by electric vehicles in and through the state, and installation of idling reduction technology in municipal and State agency vehicles to reduce the need to idle, including for operation of external equipment such as safety and emergency lights during traffic details. Priority shall be given to EVSE installations that support movement of EVs throughout the New England-Eastern Canada region as agreed to by Resolution 38-2, adopted by the New England Governors and Eastern Canadian Premiers on July 14, 2014.
3. Up to \$2,000 of funds provided may be used for education and outreach materials as approved by OEP.
4. Based on current prices DES and OEP estimate available funds could provide rebates for ten EVSE, twenty-five idle reduction technology retrofits, or some combination thereof.
5. The program shall prioritize EVSE locations that:
 - a. Coordinate with charging infrastructure available in New Hampshire and/or in neighboring states to ensure that regional electric vehicle charging corridors are established into and through New Hampshire; and
 - b. Support the adoption of electric vehicles for commuting by providing access to charging at selected workplaces.
6. The program shall seek to maximize energy reductions from available funding by requiring rebate recipients to provide some level of matching funds.
7. DES shall submit a detailed Program Plan for approval by OEP within 15 days of G&C approval of this agreement. The Program Plan shall include:

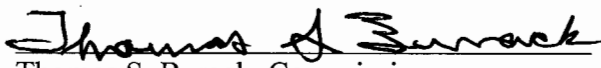
- a. A review of any regulatory, technical or other barriers to installation of EVSE as proposed herein;
 - b. The level(s) of rebate to be offered for the installation of EVSE in New Hampshire;
 - c. A description of the transportation corridors in New Hampshire that are eligible for EVSE rebates and the estimated number of EVSE necessary to complete each corridor;
 - d. Criteria for determining eligibility for each rebate program;
 - i. Eligibility criteria for employers wishing to seek a rebate for the installation of workplace charging facilities;
 - ii. Eligibility criteria for coordinated charging infrastructure in the state and regionally;
 - iii. The EVSE technologies that are eligible for the rebate program and the estimated cost of that equipment;
 - iv. A description of the type of idling reduction devices that will be eligible for a rebate and the estimated cost of that equipment;
 - e. A description of the project selection process.
 - f. The level(s) of rebate to be offered for installation of idling reduction technology;
 - g. The level of program participants' matching funds that must be provided for each rebate program;
 - h. The application form for each of the rebate programs;
 - i. A description of any reporting requirements to which rebate recipients shall be subject;
 - j. A description of how DES will disperse the funding to rebate recipients;
 - k. A description of how energy and cost savings resulting from the rebate program will be calculated and documented;
 - l. A description of how the air quality benefits resulting from the rebate program will be calculated; and
 - m. A description of the plan for the use of funds for education and outreach materials.
8. OEP shall respond to the proposed Program Plan within 15 days of receipt and either approve the plan or recommend changes. Subsequent submittals and approvals shall be subject to the same 15 day time period.
9. DES shall update and submit the Program Plan to OEP no later than May 15, 2015 to reflect any program changes proposed for Program Period 2).
10. DES shall administer the program including seeking all necessary approvals, if any, for rebate programs.
11. DES shall submit quarterly reports to OEP that include:
- a. The number and type of rebates applied for in the previous quarter;
 - b. The number and type of rebates dispersed in the previous quarter;

- c. The location, owner, business name and equipment details of EVSE that have obtained a rebate;
 - d. The location and fleet details of idle reduction rebate recipients;
 - e. Steps DES has taken to inform eligible entities of the availability of the rebates;
 - f. A description of any outreach and education DES conducted in the previous quarter to promote EVs and idling reduction; and
 - g. The calculated annual and lifetime energy savings from the rebates that have been issued to date.
12. PROJECT COST: OEP shall provide funding in the amount of \$50,000 over two state fiscal years. This program shall consist of two Program Periods 1 and 2, which correspond to budget years FY15 and FY16. Funding for Program Period 2, from July 1, 2015 to June 30, 2016, is contingent upon availability of federal funds and OEP's approval of work accomplished in Program Period 1 and DES's Plan for Program Period 2. Unspent Program Period 1 funds may be carried forward to FY16 with written request and approval from OEP.
13. INVOICING: DES will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter.
14. TERMINATION: Either party may terminate this agreement upon providing written notice to the other, thirty (30) days prior to termination. Upon termination, DES will be paid for all work completed prior to termination.
15. DURATION: The project duration extends from, November 12, 2014, the date of approval by Governor and Council through June 30, 2016 for program activities, invoicing and program year closeout, unless terminated by either party, or extended in writing by subsequent agreement of the parties and acceptance by Governor and Council.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



 Meredith A. Hatfield, Director
 NH Office of Energy and Planning

10/15/14
 Date


 Thomas S. Burack, Commissioner
 NH Department of Environmental Services

10/14/2014
 Date

OFFICE OF THE ATTORNEY GENERAL

By: 
Sr. Assistant Attorney General

Date: 10-28-2014, _____

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on _____, _____.

OFFICE OF THE SECRETARY OF STATE

By: _____

Title: _____