



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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MLC

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May 27, 2020

The Honorable Mary Jane Waller, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

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

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, Division of Plant and Property Management, Plant-Property Administration, to **retroactively** accept and expend a grant from the New Hampshire Office of Strategic Initiatives, in an amount not to exceed \$128,000, for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Effective upon Fiscal Committee and Governor and Council approval for the period of July 1, 2020 through June 30, 2021. **100% Agency Income**

Funds will be budgeted as follows: 01-14-14-141510-14400000 Department of Administrative Services, Division of Plant & Property Management, Plant-Property Administration

| CLASS | DESCRIPTION | FY21 CURRENT AUTHORIZED | REQUESTED ACTION | FY21 TOTAL ADJ AUTHOR |
|------------|----------------------------|-------------------------|-------------------|-----------------------|
| UUU-000010 | General Fund | \$ 730,753 | \$ - | \$ 730,753 |
| 009-407017 | Agency Income | \$ - | \$ 128,000 | \$ 128,000 |
| | Total Income | \$ 730,753 | \$ 128,000 | \$ 858,753 |
| 010-500100 | Personal Services | \$ 414,201 | \$ - | \$ 414,201 |
| 011-500126 | Unclassified Personal Serv | \$ - | \$ - | \$ - |
| 020-500200 | Current Expenses | \$ 1,000 | \$ 500 | \$ 1,500 |
| 026-500251 | Membership Fees | \$ - | \$ 300 | \$ 300 |
| 038-500175 | Technology Software | \$ 1,500 | \$ 100 | \$ 1,600 |

| | | | | |
|------------|----------------------------|-------------------|-------------------|-------------------|
| 039-500180 | Telecommunications | \$ 4,344 | \$ - | \$ 4,344 |
| 048-500226 | Contractual Maint. | \$ - | \$ 28,000 | \$ 28,000 |
| 050-500109 | Personal Serv-Temp | \$ 93,168 | \$ - | \$ 93,168 |
| 060-500601 | Benefits | \$ 211,740 | \$ - | \$ 211,740 |
| 066-500543 | Continuing Prof. Education | \$ - | \$ 3,000 | \$ 3,000 |
| 069-500567 | Promotional-Mkt Exp | \$ - | \$ 2,000 | \$ 2,000 |
| 070-500704 | In-State Travel | \$ 3,300 | \$ 2,000 | \$ 5,300 |
| 080-500710 | Out of State Travel | \$ 1,500 | \$ 2,100 | \$ 3,600 |
| 103-502507 | Contracts Program Serv | \$ - | \$ 90,000 | \$ 90,000 |
| | Total Expenditures | \$ 730,753 | \$ 128,000 | \$ 858,753 |

EXPLANATION

On June 19, 2019, item #118 Governor and Council approved a Memorandum of Agreement (MOA) between the Office of Strategic Initiatives and the Department of Administrative Services for funding in the amount of \$258,000, over two years to support energy consumption reduction and costs in state buildings, effective July 1, 2019 through June 30, 2021. The MOA allowed for \$ 130,000 of funding for fiscal year 2020 with an additional \$128,000 for fiscal year 2021. This request is **retroactive** to cover fiscal year 2021 eligible expenses effective July 1, 2020. The funds for fiscal year 2021 will be spent on energy reduction strategies throughout state government as summarized below:

Class 020 - Current Expense funds will be used to cover miscellaneous office supplies and the cost of printed educational materials for outreach to state employees including materials for the Annual State Energy Conference.

Class 026 - Membership fees will be used for membership in national associations or other associations in support of programs which reduce energy consumption and reduce costs in New Hampshire State buildings.

Class 038 - Technology Software funds will be used to purchase software licenses as needed.

Class 048 - Contractual Maintenance funds will be used to perform energy saving repairs and projects for state agencies to reduce overall energy expenditures.

Class 066 - Continuing professional education will be used for expenses related to continuing professional education for state employees.

Class 069 - Promotional (Marketing Expenses) funds will be used for expenses related to publicizing energy success stories through printed and other media.

Class 070 - In-State Travel Reimbursement funds will be used to pay mileage and in-state travel costs associated with local conferences.

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
May 27, 2020
Page 3 of 3

Class 080 - Out-of-State Travel funds will be used to pay costs associated with energy conferences or seminars that are held out-of-state.

Class 103 - Contracts for Op Services funds will be used to enter into contracts with vendors that provide building automation, energy management, energy consulting, and utility benchmarking services. Additionally funds may be used for conference related expenses such as the venue and refreshments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ch Arlinghaus', written in a cursive style.

Charles M. Arlinghaus
Commissioner



CHRISTOPHER T. SUNUNU
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF STRATEGIC INITIATIVES

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DIVISION OF PLANNING
DIVISION OF ENERGY
www.nh.gov/osi

May 29, 2019

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

REQUESTED ACTION

Authorize the Office of Strategic Initiatives (OSI) to enter into a Memorandum of Agreement (MOA) with the Department of Administrative Services (DAS), Vendor #177875, Concord, NH, in the amount of \$258,000.00, over two years, to support energy consumption reduction and costs in state buildings, effective July 1, 2019 upon Governor & Executive Council approval, through June 30, 2021. 100% Federal Funds (State Energy Program).

| <u>Office of Strategic Initiatives; State Energy Programs</u> | <u>FY 2020</u> | <u>FY2021</u> |
|---|--------------------|--------------------|
| 01-02-02-024010-65100000 | \$110,000.00 | \$108,000.00 |
| 102-500731 Contracts for Program Services | | |
| 01-02-02-024010-12050000 | <u>\$20,000.00</u> | <u>\$20,000.00</u> |
| 102-500731 Contracts for Program Services | | |
| TOTAL | \$130,000.00 | \$128,000.00 |

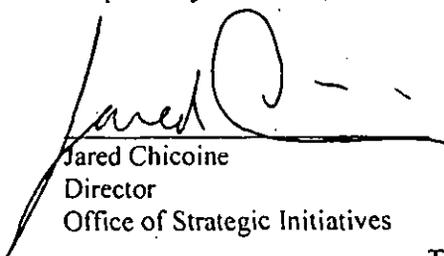
EXPLANATION

The intent of this Agreement is to provide support for programs to reduce energy consumption and costs in New Hampshire's State buildings by supporting the Department of Administrative Services' State Energy Manager's office.

OSI requests an MOA in an amount not to exceed \$258,000.00 to support: DAS's objective to promote the reduction of energy use, responsible energy behavior, and energy efficiency strategies in state facilities to state employees through education and outreach programs; making building improvements; energy efficiency projects; the Annual State Energy Conference; and other initiatives approved by OSI.

These projects will be administered by DAS. In the event Federal Funds are no longer available, General Funds will not be requested to support this program. Funds are contingent upon the approval of the 2020/2021 Biennial Budget.

Respectfully submitted,


Jared Chicoine
Director
Office of Strategic Initiatives

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

**MEMORANDUM OF AGREEMENT
- BETWEEN
OFFICE OF STRATEGIC INITIATIVES
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES**

This MOA describes activities that have been agreed to between the New Hampshire Office of Strategic Initiatives (OSI) and Department of Administrative Services (DAS) to utilize funding provided by OSI to reduce energy consumption and costs in state buildings. This agreement will become effective July 1, 2019 with a project completion date of June 30, 2021.

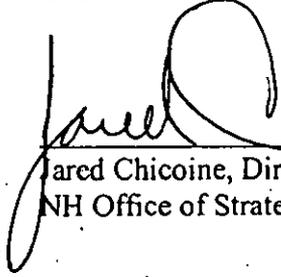
For the purposes of this Agreement, OSI and DAS agree as follows:

1. Funding shall not exceed \$258,000.00 over the next two fiscal years.
2. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
3. Up to \$130,000.00 for FY20 and \$128,000.00 for FY21 of funds provided annually may be used to reduce energy consumption and costs in state buildings, and for energy education & outreach. Activities supporting this initiative may include:
 - a. Contracting with a firm that provides building automation services and support;
 - b. Purchasing of materials and/or equipment related to building automation;
 - c. Contracting with a firm that provides a building analytics software;
 - d. Contracting with a firm to perform a controls study for buildings;
 - e. Contracting with a firm that provides commissioning or technical assistance for energy savings performance contracts; (this should be on a one-time funding basis)
 - f. Sub-metering of energy or water consumption at the building level or within buildings to provide more detailed usage and cost data;
 - g. Conducting studies of state facilities to identify areas of excess energy or water use and develop strategies for reduction;
 - h. Purchasing products or services that aid in the fossil fuel reduction goals as part of Executive Order 2016-3, provided they meet a return on investment of 20 years or less;
 - i. Salary and benefits for a part-time employee who supports the reduction of energy use in state facilities through establishing and promoting education & outreach programs. Activities of this employee may include, but are not limited to: blog posts, website updates, seminars, conference planning, online trainings, appreciation programs/events, newsletters, and social media;
 - j. In-state travel for the purposes of educating state employees in the areas of responsible energy behavior and energy efficiency strategies; and to encourage participation in energy saving events and initiatives;

- k. Conferences, memberships and educational software fees for the purposes of educating state employees in the areas of responsible energy behavior and energy efficiency strategies; and to encourage participation in energy saving events and initiatives;
 - l. Hosting energy-related training sessions for state employees or providing scholarships for state employees to attend energy training;
 - m. Materials necessary for conducting educational sessions or to support the administration of the Annual State Energy conference, including rental costs associated with a venue and refreshments for conference participants; and
 - n. Any other related expense approved by OSI.
4. DAS shall submit a detailed Program Plan for approval by OSI within 30 days of G&C approval of this agreement. The Program Plan may include:
- a. Definition of goals, milestones, deliverables, and outcomes for conducting building improvement and building controls strategies;
 - b. Definition of goals, milestones, deliverables, and outcomes for conducting the Annual State Energy Conference;
 - c. Definition of goals, milestones, deliverable, and outcomes for conducting utility tracking and benchmarking strategies;
 - d. Definition of goals, milestones, deliverables, and outcomes for the part-time Education & Outreach Specialist position;
 - e. Definition of goals, milestones, deliverables, and outcomes for developing an education and outreach plan for state employees;
 - f. Definition of goals, milestones, deliverables, and outcomes for completing energy efficiency projects in state buildings; and
 - g. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.
 - h. Ensure match obligation is met on a quarterly basis.
5. OSI 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.
6. DAS shall administer the program(s).
7. DAS will provide the required 20% match through their established state budget, which may include salaries for existing employees.
8. DAS shall submit quarterly reports to OSI that include the following, if applicable:
- a. Notification of any building automation contracts (# of contracts and names of firms);
 - b. Notification of any commissioning agent contracts (# of contracts and names of firms);
 - c. A list of buildings monitored through building improvement and building control initiatives (# of buildings);

- d. A final agenda and any supporting documentation for the Annual State Energy Conference;
 - e. Attendance list for the Annual State Energy Conference (# of attendees);
 - f. A list of any sub-meters installed for energy or water (# of meters);
 - g. A list of any energy-related studies performed on buildings (# of studies);
 - h. A list of buildings receiving automated utility data either through the utilities or through building metering (# of accounts).
 - i. The number of education & outreach visits with, or presentations to, state agencies (# agencies).
 - j. The number of articles, outreach documents, and social media posts drafted and distributed to support the State's energy saving initiatives (# articles/posts/documents).
 - k. Quarterly reporting of program expenses and required match commitment.
9. DAS will resubmit their Program Plan annually to OSI at the beginning of each fiscal year for reevaluation.
10. **PROJECT COST:** DAS shall not exceed \$130,000.00 for FY20 and \$128,000.00 for FY21. Prior to invoicing and reimbursement, DAS shall submit to OSI their DUNS number and proof of registration in the Federal System for Award Management (SAM). FY 20/21 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2021.
11. **INVOICING:** DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter. Invoicing for fourth quarter of any fiscal year will be done as soon as feasible to ensure compliance with year-end deadlines. Final invoicing is due to OSI by July 20, 2021.
12. **TERMINATION:** Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, DAS will be paid for all qualifying work completed prior to termination.
13. **DURATION:** The project duration extends from July 1, 2019 through June 30, 2021 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.



Jared Chicoine, Director
NH Office of Strategic Initiatives

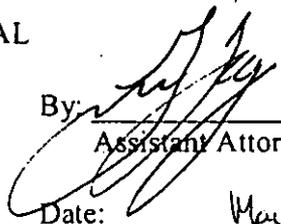
5/21/19
Date



Charles M. Arlinghaus, Commissioner
NH Department of Administrative Services

5/21/19
Date

OFFICE OF THE ATTORNEY GENERAL

By: 

Assistant Attorney General
Date: May 24, 2019

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: _____