



MARGARET WOOD HASSAN
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
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September 3, 2013

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 with the Department of Environmental Services (NH DES, Vendor #177894), Concord, NH in the amount of \$15,000 for the continued operation of the Granite State Clean Cities Coalition and support of alternative fuel and advanced technology vehicle efforts in New Hampshire, effective October 2, 2013 upon Governor & Council approval through June 30, 2014. 100% Federal Funds (State Energy Programs).

Funding is available in the following account:	<u>FY 2014</u>
<u>Office of Energy & Planning, State Energy Programs</u>	\$15,000
01-02-02-024010-6510-102-500731 Contracts for Program Services	

EXPLANATION

The intent of this agreement is to provide funding for the continued operations of the Granite State Clean Cities Coalition (GSCCC). GSCCC is a collaborative of over 105 public and private stakeholders from all regions in New Hampshire. Coalition members support the goals of reducing dependence on foreign oil and improving air quality through the use of domestically produced, cleaner burning alternative fuels and other fuel reduction strategies. GSCCC provides technical assistance to those seeking to reduce air pollution through efficient transportation and alternative energy use.

The Coalition is coordinated by the NHDES. NHDES will provide cost share in the amount of \$3,000, 20% of the total costs for this project.

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

Sincerely,



Meredith A. Hatfield
Director,
Office of Energy and Planning

for



Thomas S. Burack
Commissioner,
Department of Environmental Services

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF ENERGY AND PLANNING
AND
NH DEPARTMENT OF ENVIRONMENTAL SERVICES,
AIR RESOURCES DIVISION**

Subject: Support for NH Department of Environmental Services (NHDES) projects to promote increased use of alternative fuel vehicles and development of associated fueling infrastructure throughout the State of New Hampshire.

This Agreement outlines the general responsibilities of NHDES and the Office of Energy and Planning (OEP) relative to support for the above described projects, the proposed schedule for the work and the funding reimbursement by OEP.

For the purposes of this Agreement, NHDES and OEP agree to cooperate as follows:

NHDES agrees to:

- A. Oversee, implement and ensure satisfactory completion of the elements in the WORK PROGRAM;
- B. Assign responsible staff to participate in its initiative; and
- C. Meet with OEP as needed to coordinate work activities.

The **Office of Energy and Planning** agrees to:

- A. Provide NHDES with funding as described under PROJECT COSTS for the purposes of maintenance and support of its projects to promote alternative fuels and infrastructure in the State of New Hampshire;
- B. Assign an OEP staff person to serve as a liaison with NHDES; and
- C. Meet with NHDES as needed, to coordinate work activities.

WORK PROGRAM

- I. TITLE: Projects to Promote Alternative Fuels and Related Infrastructure
- II STUDY AREA: State of New Hampshire
- III OBJECTIVES: To promote increased use of alternative fuel vehicles and development of associated fueling infrastructure throughout the State of New Hampshire.
- IV. WORK TASKS: NHDES agrees to:
 1. Assign staff to coordinate alternative fuel transportation activities and to act as the primary contact person for OEP communications.
 2. Expand the membership of the Granite State Clean Cities Coalition (GSCCC) to increase in-state stakeholder representation.
 3. Provide two articles to newsletters and/or other outreach materials offered by fleet-related associations (e.g., NH School Transportation Providers, NH Transportation Management Association, etc.)
 4. Continue efforts to support the following initiatives through meetings, provision of grant funds when available and technical assistance to potential users, infrastructure operators, and public officials responsible for permitting, planning, and resource allocation:
 - Emerging infrastructure opportunities for alternative fuels as defined by the US Department of Energy (including biodiesel, natural gas, electricity and propane).
 - The state's compressed natural gas fueling network including stations in Concord, Durham and Nashua.
 5. Promote alternative transportation through marketing efforts and increase volume of web traffic to existing DES-controlled website and social media sites related to alternative fuels and infrastructure - through frequent posts to social media accounts (e.g., Twitter), and quarterly tracking of website visits.
 6. Prepare annual vehicles report to DOE Energy Information Administration (EIA).
 7. Monitor and co-promote the state's rideshare and park-and-ride programs, submitting the following data (if available) on the programs:
 - Annual statewide park-and-ride car counts
 - Number of new participants in the Rideshare system
 - Number of successful rideshare matches
 - Estimated program benefits.
 8. Provide the following to OEP on a quarterly basis, by the fifth business day of the following quarter:

- Detailed reports quantifying and describing outreach efforts to expand the stakeholder group participating in GSCCC.
- Copies of newsletter articles and information about where they were distributed.
- Details on technical assistance provided to fleets, state agencies and consumers.
- Copy of current stakeholder/member list, indicating new entries.
- Copy of Energy Independence Summit briefing notes.
- Status and location of existing and emerging alternative fueling infrastructures statewide.

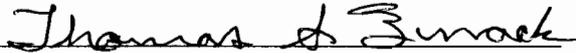
- V. PROJECT COSTS: The total amount of this Agreement is up to \$15,000; with up to \$1,200 of these funds available for DES out-of-state travel (with prior approval of OEP).
- VI. COST SHARE: NHDES will provide cost share in the amount of \$3,000 towards the performance of these tasks.
- VII. INVOICING: NHDES will submit detailed invoices and related backup documentation, as well as cost share documentation, within 15 days following the close of each fiscal quarter.
- VIII. TERMINATION: Either party may terminate this agreement upon providing written notice to the other, thirty (30) days prior to termination. Upon termination, NHDES will be paid for all work completed prior to termination.
- IX. DURATION: The project duration extends from the date of approval by Governor and Council through June 30, 2014, for program activities, and through August 15, 2014, for cost share reporting, 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
 Office of Energy and Planning

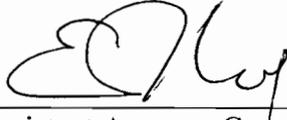
9/3/13
 Date



 Thomas S. Burack, Commissioner
 NH Department of Environmental Services

9/3/2013
 Date

OFFICE OF THE ATTORNEY GENERAL

By: 
Assistant Attorney General

Date: Sept 5, 2013

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: _____