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GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
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February 19, 2013



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

ARRA
FUNDS

REQUESTED ACTION

The Office of Energy and Planning (OEP) requests authorization to enter into a Memorandum of Agreement with the NH Department of Environmental Services (NHDES, Vendor # 177894), Concord, NH in the amount of \$240,000.00, to support work to increase resiliency in State government relative to severe weather events and other natural trends that are adversely affecting the state, effective upon Governor and Council approval through September 30, 2013. 100% Federal Funds.

Funding is available in the following account, American Reinvestment and Recovery Act – State Energy Programs (ARRA-SEP), with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office, if needed and justified.

01-02-02-029910-08500000	<u>FY 2013</u>	<u>FY 2014</u>
102-500731 Contracts for Program Services	\$100,000.00	\$140,000.00

EXPLANATION

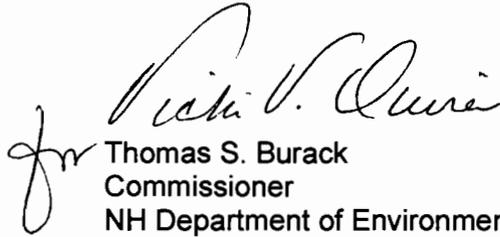
The intent of this Agreement is to provide funding for OEP to work with its long-standing partner NHDES in managing and carrying out work under a federal grant to support State strategies to mitigate or adapt to the effects of severe weather events and other natural trends that are adversely affecting the state. Under this grant from the US Department of Energy, NHDES will establish data and tools to help institutionalize resilience, mitigation and adaptation measures across all of its programs, creating a Roadmap for use by all State agencies. This tool will help agencies identify where programs, policies and actions impact or are impacted by severe weather events and natural trends, as well as opportunities to become more resilient and prepared for them.

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

Respectfully requested,



Meredith A. Hatfield
Director
Office of Energy and Planning



for Thomas S. Burack
Commissioner
NH Department of Environmental Services

MAH:sdt
Attachments

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

Subject: Funding for the NH Department of Environmental Services (NHDES) for work conducted relative to the Office of Energy and Planning's (OEP) US Department of Energy (DOE) grant to support state strategies to mitigate or adapt to the effects of severe weather events and other natural trends that are adversely affecting states. Under this project NHDES will establish data and tools to help institutionalize resilience, mitigation, and adaptation to severe weather and natural events across all department programs, and work with the NH Department of Transportation (NHDOT) to implement the process within their department. The final outcome of this project will be a "Roadmap" for use by all state agencies. The "Roadmap" will help agencies identify where programs, policies, and actions impact or are impacted by extreme weather events and climatic trends, and where opportunities exist to become more resilient and prepared for these events, either through their own actions or through programmatic changes that can assist with mitigation and adaptation actions by grant recipients, regulated entities, local communities, and others.

This Memorandum of Agreement (Agreement) outlines the general responsibilities of NHDES and OEP relative to support for the planning project described above.

The project period is upon approval by the Governor and Executive Council and subsequent written notice to proceed from OEP, through September 30, 2013.

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

NHDES agrees:

- A. to assign responsible staff to participate in this initiative;
- B. to oversee, implement and ensure satisfactory completion of the elements in the WORK PROGRAM; and
- C. to meet with OEP, as needed, to coordinate work activities.

The **OEP** agrees:

- A. to provide NHDES with funding as described under PROJECT COSTS;
- B. to assign an OEP staff person to serve as a liaison with NHDES;
- C. to meet with NHDES as needed, to coordinate work activities;
- D. Submit all required reports and respond to all inquiries regarding the program by the federal Department of Energy, and other agencies as required; and
- E. Provide payment within 30 days of receipt of an invoice that meets state and federal standards for completeness and allowable costs.

WORK PROGRAM

- I. **TITLE:** Increasing Resiliency in State Government
- II. **STUDY AREA:** State of New Hampshire
- III. **OBJECTIVES:** To assist OEP with coordination of work under the American Recovery and Reinvestment Act – State Energy Programs (ARRA SEP) grant (DOE award # DE-EE0000228, CFDA #81.041), to institutionalize resiliency, mitigation and adaptation throughout State operations.
- IV. **WORK TASKS:** In support of the objectives of this grant NHDES agrees to:
 1. Work with all divisions within NHDES to:
 - 1) Ensure staff have a basic understanding of the science of climate change, the influence of a changing climate on extreme weather events, and how their work may help increase resiliency in the state
 - 2) Explore how the impacts of extreme weather and other natural events will affect resource management,
 - 3) Outline opportunities for adaptation planning, and
 - 4) Develop program-specific implementation plans for consideration and integration of resiliency, mitigation and adaptation through internal program and policy changes;
 2. Prepare a process guide documenting steps necessary to complete items IV.1.1 through 1.4 above;
 3. Enter into an agreement with NHDOT to implement the process developed pursuant to IV.2 above within up to two programs or bureaus within their agency. At a minimum this work will include:
 - 1) Convening staff in the selected program or bureau to ensure staff have a basic understanding of the science of climate change, the influence of a changing climate on extreme weather events, and how their work may help increase resiliency in the state .
 - 2) Hosting a dialogue with staff regarding how agency policies, programs, and actions, both individually and collectively, may impact the state's resiliency and ability to adapt to changes;
 - 3) Selecting up to two programs for expedited effort based on the potential for change within a program to positively impact the state's resiliency, mitigation and adaptation responses;
 - 4) Developing a detailed work plan that includes a timeframe and the resources necessary to accomplish the work; and
 - 5) Delivering a presentation to the agency management team on recommended actions.

4. Based on lessons learned during the NH DOT phase of the project revise the process guide in IV.2 above and create a "Roadmap" that can be used by all New Hampshire State agencies, as well as other state and federal agencies, as a step-by-step process for integrating resiliency throughout their organizations;
 5. Submit a report outlining the programmatic changes planned as a result of this work with NH DES and NH DOT; and
 6. Document and make available to all state agencies current data regarding resource impact assessments for the different regions of the state for near, mid, and long-term futures to be used to guide state agency planning activities.
- V. PROJECT COSTS: The total amount of this Agreement is up to \$240,000.
1. Project funds will be used, other than as described below, to support both NH DES and NH DOT staff involved in the work tasks outlined above.
 2. Funds may also be used as necessary for services in support of research, data collection, technical analysis, or drafting of presentations and reports.
- VI. 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.
- VII. 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.
- VIII. DURATION: The project duration extends from the date of approval by Governor and Council through September 30, 2013 for program activities, cost-share reporting, invoicing and program 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

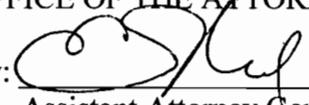
2/21/13
Date

for 

Thomas S. Burack, Commissioner
NH Department of Environmental Services

2/19/13
Date

OFFICE OF THE ATTORNEY GENERAL

By: 

Assistant Attorney General

Date: Feb. 21, 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: _____