



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

December 5, 2018

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

REQUESTED ACTION

The Office of Strategic Initiatives (OSI) requests authorization to enter into a Memorandum of Agreement (MOA) with the Department of Business and Economic Affairs (BEA), (VC # 287201), Concord, NH, in the amount of \$25,000.00 to support improvements to the state's electric vehicle infrastructure, effective upon Governor and Council approval, through June 30, 2019.
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 2019 operating budget, as follows:

<u>Office of Strategic Initiatives, State Energy Programs</u>	<u>FY 2019</u>
01-02-02-024010-6510	
102-500731 Contracts for Program Services	\$25,000.00

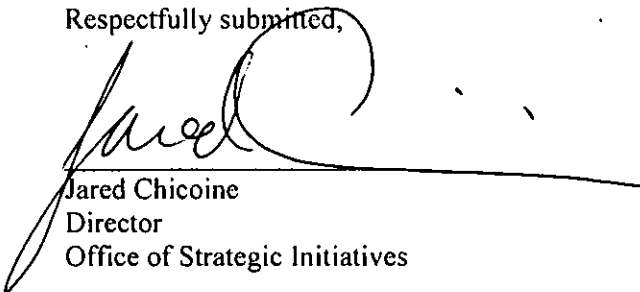
EXPLANATION

The intent of this MOA is to provide support to BEA for strategic planning efforts to improve the state's electric vehicle infrastructure.

BEA will use these funds to support stakeholder engagement sessions, contracting with qualified firms to research the reduction of emissions and for regional opportunities for enhancing electric vehicle infrastructure.

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

Respectfully submitted,


Jared Chicoine
Director
Office of Strategic Initiatives

**MEMORANDUM OF AGREEMENT
BETWEEN
OFFICE OF STRATEGIC INITIATIVES
AND
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS**

This MOA describes activities that have been agreed to between the New Hampshire Office of Strategic Initiatives (OSI) and Department of Business and Economic Affairs (BEA) to utilize funding provided by OSI to support strategic planning to improve the state's electric vehicle infrastructure. This agreement will become effective upon approval by Governor and Council. The project completion date is June 30, 2019.

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

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. Up to \$25,000.00 of funds provided may be used for strategic planning to improve the state's electric vehicle infrastructure. Activities supporting this initiative may include:
 - a. Contracting with firm that provides research assistants;
 - b. In-state travel for the purpose of investigating electric vehicle infrastructure and regional opportunity;
 - c. Research involving emissions reductions;
 - d. Research involving electric vehicles related to personal cars and commercial vehicles;
 - e. Material necessary for conducting stakeholder engagement sessions; and
 - f. Any other related expense approved by OSI.
3. BEA 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 investigating electric vehicle infrastructure as it is now;
 - b. Definition of goals, milestones, deliverables, and outcomes for investigating regional opportunity to improve the state's electric vehicle infrastructure;
 - c. Definition of goals, milestones, deliverables, and outcomes for research covering emission reduction; and
 - d. Definition of goals, milestones, deliverables, and outcomes for researching current rates of electric vehicles in the state and how to encourage more growth involving personal vehicles and large trucks.
4. 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.
5. BEA shall administer the program(s).

6. BEA shall submit quarterly reports to OSI that include the following, if applicable:
 - a. Notification of any commission agent contracts (# of contracts and names of firms)
 - b. The number of education & outreach visits with presentations to stakeholders

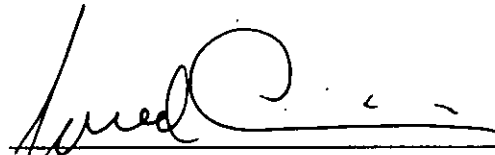
7. PROJECT COST: OSI shall provide funding in an amount up to \$25,000.00 for FY 2019. FY 2019 funding is available for BEA use, through a system of invoicing and reimbursement, until June 30, 2019. Prior to invoicing and reimbursement, BEA shall submit to OSI their DUNS number and proof of registration in the Federal System for Award Management (SAM).

8. INVOICING: BEA 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.

9. TERMINATION: Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, BEA will be paid for all qualifying work completed prior to termination.

10. DURATION: The project duration extends from the date of approval by Governor and Council, through June 30, 2019 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.

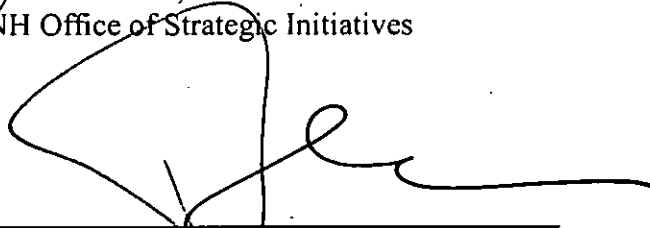
IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



 Jared Chicoine, Director
 NH Office of Strategic Initiatives

11/14/18

 Date

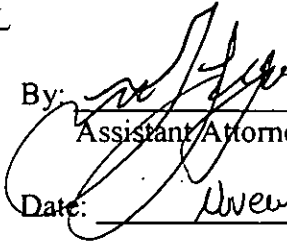


 Taylor Caswell, Commissioner
 NH Department of Business and Economic Affairs

11/9/18

 Date

OFFICE OF THE ATTORNEY GENERAL

By: 
Assistant Attorney General
Date: November 30, 2018

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: _____