



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**

**Thomas S. Burack, Commissioner**



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March 21, 2013

Her Excellency, Governor Margaret Wood Hassan  
 and The Honorable Council  
 State House  
 Concord, NH 03301

ARRA  
 Funds  
 AT ORIGIN

**REQUESTED ACTION**

Authorize the Department of Environmental Services (DES) to accept and expend \$100,000 in pass-through ARRA federal funds from the NH Office of Energy and Planning (OEP) to provide funding for support of efforts to increase resiliency in state government relative to severe weather events and changing environmental conditions that are adversely impacting the state, effective upon Governor and Council approval through September 30, 2013. 100% Pass Through Federal Funds (ARRA). Funding is to be budgeted as follows:

NH AFV Program  
 03-44-44-449910-09160000  
 FY 2013

Class	Description	Current Budget	Requested Action	Total Budget
<b>Income</b>				
001-407753	Transfer from other agencies	\$0	(\$100,000)	(\$100,000)
<b>Expenditures</b>				
018-500106	Overtime	\$0	\$4,680	\$4,680
020-500200	Current Expenses	\$0	\$250	\$250
049-500294	Transfer to Other State Agencies	\$0	\$27,000	\$27,000
040-500800	Indirect Costs	\$0	\$2,401	\$2,401
042-500620	Additional Fringe Benefits	\$0	\$2,038	\$2,038
050-500109	Personal Serv. - Temp.	\$0	\$39,128	\$39,128
060-500602	Benefits	\$0	\$15,571	\$15,571
070-500704	In-state travel	\$0	\$50	\$50
080-500714	Out-state travel	\$0	\$50	\$50
102-500731	Contracts	\$0	\$8,832	\$8,832
	<b>Total Expenditures</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>



### EXPLANATION

Under a Memorandum of Agreement with the Office of Energy and Planning (approved by G&C on March 20, 2013, item#2), DES will identify and work to develop and collect data that will help all state agencies improve resiliency of infrastructure (roads, dams, bridges, etc.), identify programmatic changes that will result in increased resilience of future investments and better serve mitigation and adaptation efforts, and create tools to institutionalize resilience, mitigation and adaptation measures across all of its programs and policies with the goal of reducing the impact of severe weather events to New Hampshire's communities and its economy. Based on this work DES will assist the NH Department of Transportation in conducting a similar analysis within their programs, and use this experience to create a Roadmap for use by all state agencies that will assist agencies in identifying those programs, policies and activities that impact or are impacted by severe weather events and natural trends and determining the actions necessary to increase resiliency of infrastructure and prepared for future events.

DES is requesting authorization to accept and expend \$100,000 in pass through federal funds from OEP, and to budget those funds as follows:

Class 018 (Overtime) – Due to the compressed time frame in which to complete the project staff overtime is anticipated.

Class 020 (Current Expenses) – This is to cover materials such as notebooks and other such supplies that will be used by interns and staff in completion of this work.

Classes 040, 042, 060 (Indirect Costs, Additional Fringe, and Benefits) - Increases in each class respectively, are necessary since there are additional personnel costs and these classes are based on a percentage of personnel costs.

Class 49 (Transfer to Other Agencies) – DES will enter into a Memorandum of Agreement with the NH Department of Transportation for analysis work

Class 050 (Personal Services) - The funds in class 50 will be used for existing full time staff positions. These funds are available in support of an expanded project beyond the original budget scope. These funds will be used to supplant funding of the following positions, which are currently budgeted.

Position #	Title	Account 03-44-44	Funding mix	Amount
42223	Administrator	443010-9000-010	100% Federal	17,200
13053	APCE IV	443010-5035-010	100% Other	10,900
42725	Program Manager	443010-7879-010	100% Federal	2,228
18556	Administrator	442010-7602-010	100% Federal	1,875
40468	Principal Planner	442010-3642-010	100% Federal	2,675
12055	Env. III	441010-4788-010	100% Federal	2,975
12111	Civil Eng. V	441010-2002-010	100% Other	1,275
			Total:	\$ 39,128

Class 070 and class 080 (In-State and Out-of-State Travel) – A small amount of travel utilizing state vehicles is anticipated for the work being conducted.



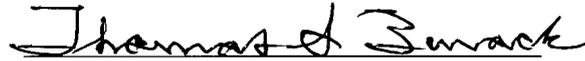
Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

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Class 102 (Contracts for Program Services) – This is for contract work to conduct research, collect information, conduct technical analysis, and draft reports in support of the project.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program. The balance of the grant award will be incorporated into the Department's 2014/2015 budget.

We respectfully request your approval.

A handwritten signature in black ink that reads "Thomas S. Burack". The signature is written in a cursive style with a horizontal line underneath the name.

Thomas S. Burack  
Commissioner



**NH AFV Program  
Fiscal Situation  
FY 2013  
03-44-44-449910-09160000**

Total Grant Authorization	240,000.00
Less Expenditures through 6/30/12	0.00
Remaining Authorization to Budget	<u>240,000.00</u>
Less Current FY2013 Budget Authorization	0.00
Total Available for Budgeting	<u>240,000.00</u>
<b>REQUESTED ACTION</b>	<b><u>100,000.00</u></b>
Available to Budget at a Later Date	<u>140,000.00</u>

Grant Award	Award Amount	Expenditures to 6/30/12	Balance
OEP MOA	240,000.00	0.00	<u>240,000.00</u>





MARGARET WOOD HASSAN  
GOVERNOR

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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



Approval by the Governor  
and Council on 3/20/13  
Agenda Item 2

**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.

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

**EXPLANATION**

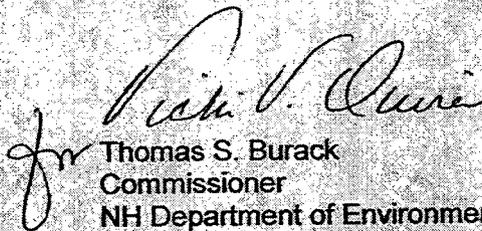
The intent of this Agreement is to provide funding for OEP to work with its long-standing partner NHDES in managing and carrying out work under a federal grant to support State strategies to mitigate or adapt to the effects of severe weather events and other natural trends that are adversely affecting 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



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 (NH DOT) 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

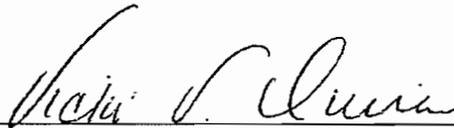
- I. TITLE: Increasing Resiliency in State Government
- II. STUDY AREA: State of New Hampshire
- III. OBJECTIVES: To assist OEP with coordination of work under the American Recovery and Reinvestment Act – State Energy Programs (ARRA SEP) grant (DOE award # DE-EE0000228, CFDA #81.041), to institutionalize 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: \_\_\_\_\_