



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4517 1-800-852-3345 Ext. 4517
Fax: 603-271-4519 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

June 17, 2013

Handwritten notes: 41, 69-199 Federal, 30-819 General

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, to enter into an agreement with Trustees of Dartmouth College (Vendor #177157-B016), 11 Rope Ferry Road, Hanover, New Hampshire 03755, in an amount not to exceed \$246,170.00, to provide injury prevention services, to be effective July 1, 2013 or date of Governor and Council approval, whichever is later, through June 30, 2015.

Funds are anticipated to be available in the following account in SFY 2014 and SFY 2015 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Table with 5 columns: Fiscal Year, Class/Object, Class Title, Job Number, Total Amount. Rows for SFY 2014, SFY 2015, and Sub-Total.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING

Table with 5 columns: Fiscal Year, Class/Object, Class Title, Job Number, Total Amount. Rows for SFY 2014, SFY 2015, and Sub-Total.

05-95-48-481010-8917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY-ADULT SERVICES, GRANTS TO LOCALS, HEALTH AND PROMOTION CONTRACTS

Table with 5 columns: Fiscal Year, Class/Object, Class Title, Job Number, Total Amount. Rows for SFY 2014, SFY 2015, Sub-Total, and Total.

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EXPLANATION

Funds in this agreement will be used to provide injury prevention programming throughout the state. Specific activities will include injury prevention training for home visitors; training for professionals and clinicians to reduce falls among the elderly; and support for New Hampshire's Injury Prevention Advisory Council.

Injuries have a significant impact on the health and wellbeing of New Hampshire residents. In New Hampshire from the years 1999-2010, unintentional injuries were the leading cause of death for residents 1-34 years of age. For New Hampshire residents ages 15-34 in those same years, suicide was the second leading cause of death. Unintentional falls are the leading cause of injury-related death for elderly New Hampshire citizens aged 65 years and older.

While death is the most tragic outcome of injuries, it is not the most common. Non-fatal injuries present a significant burden to the health care system, and in particular, to emergency department utilization. The cost of emergency department visits in New Hampshire is significant. People suffer from injuries due to a wide range of reasons, or mechanisms, each with their own prevention strategies. Emergency department visits are one way to monitor and look at these types of injuries. The cost of emergency department visits in New Hampshire is vast. In 2007, non-fatal injuries cost approximately \$134 million in acute medical care in the emergency department and \$165 million for inpatient care. These costs do not include follow-up care in doctors' offices, rehabilitation therapies or medications after release from the hospital. Of those costs, \$40 million were for traumatic brain injuries alone. However, injury prevention activities are known to be cost effective in reducing morbidity and mortality.

Injury prevention activities are known to be cost effective in reducing morbidity and mortality. The goals of the current funding are to implement evidence based prevention programs through facilitation and participation in a number of statewide coalitions and task forces that address different types of injuries. This agreement has three components: statewide injury prevention, early childhood home visiting injury prevention, and professional training with the New Hampshire Falls Risk Reduction Task Force.

Should Governor and Executive Council not authorize this Request, this will directly result in a decrease in injury prevention activities in the areas of elderly falls, suicide prevention, unintentional injuries among children, and adolescent traffic safety. The rate of injury-related disability and death has declined in the past two decades, however, without continued support for prevention and education, there may be an increase in actual injury and death among New Hampshire residents, as well as additional costs to the health care system.

Trustees of Dartmouth College was selected for this project through a competitive bid process. A Request for Proposals was posted on The Department of Health and Human Services' web site from March 18, 2013 through April 17, 2013. In addition, an email was sent out to the Injury Prevention Advisory Committee on March 18, 2013.

One agency responded to the Request for Proposals. This proposal was reviewed and scored by three professionals who work inside the Department of Health and Human Services. The reviewers represent seasoned public health administrators and program managers experienced in contract and vendor management, injury prevention, and home visiting and falls in older adults. Each reviewer was selected for the specific skill set they possess and their experience. Their decision followed a thorough discussion of the strengths and weaknesses of the proposal. The Bid Summary is attached.

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As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

The following performance measures will be used to measure the effectiveness of the agreement.

- Eighty-five percent of the strategies and accompanying activities outlined in the "New Hampshire Violence and Injury Prevention Plan for Action 2013-2016" will be implemented and evaluated.
- Facilitation of 100% of the noted statewide coalitions in order to implement injury prevention.
- Ninety-percent of the participants in the Home Visiting Injury Prevention "Train the Trainer Program" will feel " knowledgeable" or "highly knowledgeable" in the topic subject areas upon completion of the training.

Area served: Statewide.

Source of Funds: 69.19% Federal Funds from Center for Disease Control, Preventative Health and Human Services Block Grant and the Department of Health and Human Services, Title IIID Prevention Health and 30.81% General Funds.

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

Respectfully submitted,

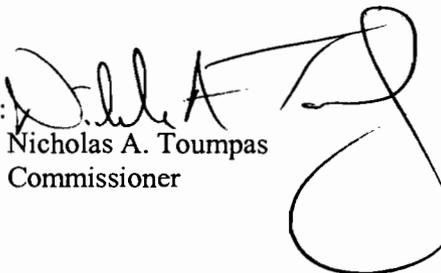


José Thier Montero, MD
Director



Nancy Rollins, MSW
Associate Commissioner
Director
Division of Community Based Care Services

Approved by:



Nicholas A. Toumpas
Commissioner

Program Name Injury Prevention
Contract Purpose Provide injury prevention services statewide
RFP Score Summary

REA/RFP CRITERIA	Max Pts	Trustees of Dartmouth College, Injury Prevention Center, 11 Rope Ferry Road, Hanover, NH 03755					
Agy Capacity	30	29	0	0	0	0	0
Program Structure	50	48	0	0	0	0	0
Budget & Justification	15	15	0	0	0	0	0
Format	5	4	0	0	0	0	0
Total	100	96	0	0	0	0	0

BUDGET REQUEST							
Year 01		\$123,085	\$0	\$0	\$0	\$0	\$0
Year 02		\$123,085	\$0	\$0	\$0	\$0	\$0
Year 03		\$0	\$0	\$0	\$0	\$0	\$0
TOTAL BUDGET REQUEST		\$246,170	\$0	\$0	\$0	\$0	\$0
BUDGET AWARDED							
Year 01		\$123,085	\$0	\$0	\$0	\$0	\$0
Year 02		\$123,085	\$0	\$0	\$0	\$0	\$0
Year 03		\$0	\$0	\$0	\$0	\$0	\$0
TOTAL BUDGET AWARDED		\$246,170	\$0	\$0	\$0	\$0	\$0

RFP Reviewers		
Name	Title	Dept./Agency
Cathy Creapaux	Program Manager	Bureau of Elderly and Adult Services, DHHS
JoAnne Miles	Injury Surveillance Coordinator	DPHS, Maternal & Child Health
Rhonda Siegel	Injury Prevention Program Manager	DPHS, Maternal & Child Health
		Qualifications
		The reviewers represent seasoned public health administrators and program managers experienced in contract and vendor management, injury prevention, home visiting and falls in the older adult. Each reviewer was selected for the specific skill set they possess and their experience.

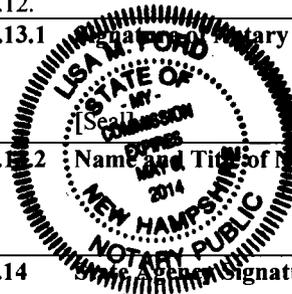
Subject: Injury Prevention

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Health and Human Services Division of Public Health Services		1.2 State Agency Address 29 Hazen Drive Concord, NH 03301-6504	
1.3 Contractor Name Trustees of Dartmouth College		1.4 Contractor Address Injury Prevention Program 11 Rope Ferry Road Hanover, New Hampshire 03755	
1.5 Contractor Phone Number 603-646-3007	1.6 Account Number 05-95-90-902010-5190-102-500731, 05-95-90-902010-5896-102-500731, 05-95-48-481010-8917-102-500731	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$246,170
1.9 Contracting Officer for State Agency Lisa L. Dujino , MSN, APRN <i>de pje</i> Bureau Chief		1.10 State Agency Telephone Number 603-271-4501	
1.11 Contractor Signature <i>Heather A. Arnold</i>		1.12 Name and Title of Contractor Signatory Heather A. Arnold, M.Ed. Assistant Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Grafton</u> On <u>5/22/13</u> before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Name and Title of Notary Public or Justice of the Peace			
 <i>Lisa M. Ford</i>			
1.13.2 Name and Title of Notary or Justice of the Peace <i>LISA M. Ford, Notary Public</i>			
1.14 Agency Signature <i>Brooks Dupre</i>		1.15 Name and Title of State Agency Signatory <i>Brooks Dupre</i> Lisa L. Dujino, Bureau Chief	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>Jeanne P. Herick, Attorney</i> On: <i>18 Jun. 2013</i>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each

Contractor Initials: HR
Date: 5/22/13

certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

NH Department of Health and Human Services

Exhibit A

Scope of Services

Injury Prevention

CONTRACT PERIOD: July 1, 2013 or date of G&C approval, whichever is later, through June 30, 2015

CONTRACTOR NAME: Trustees of Dartmouth College

**ADDRESS: Injury Prevention Center
11 Rope Ferry Road, Hanover, New Hampshire 03755**

Program Director: Debra Samaha

TELEPHONE: 603-646-3007

The Contractor shall provide injury prevention statewide services as specific below:

I. General Provisions

A) State and Federal Laws

The contractor is responsible for compliance with all relevant state and federal laws. Special attention is called to the following statutory responsibilities:

1. Persons employed by the contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults and RSA 631:6, Assault and Related Offences.

B) Relevant Policies and Guidelines

The contractor shall promulgate appropriate policies and guidelines to ensure the consistency and adequacy of work performed by subcontracted agencies and shall, through regular meetings and through quality reviews, monitor and provide support to the work of these agencies.

C) Publications Funded Under Contract (Standard Language)

1. The DHHS and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with DHHS contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.
2. All documents (written, video, audio) produced, reproduced or purchased under the contract shall have prior approval from BCHS before printing, production, distribution, or use.
3. The Contractor shall credit DHHS on all materials produced under this contract following the instructions outlined in Exhibit C1 (5).

II. Minimal Standards of Core Services

A) Service Requirements

The contractor shall carry out the work as described and submitted with the application for funding and as approved by the Maternal and Child Health Section. Either party may amend the performance work plan upon 30 days advance written notice to the other party with the other party's approval.

The following performance measures and accompanying deliverables will be used to measure the effectiveness of this agreement:

1. Implementation and evaluation of at least 85% of the data driven, evidence based and/or informed strategies and accompanying activities outlined in the "The New Hampshire Violence and Injury Prevention Plan For Action 2013-2016". This plan is a subset of the overall "NH Strategic Injury Prevention Plan" and contains activities related to older adult falls, adolescents and motor vehicle crashes and unintentional poisonings.
 - Completion of "NH Strategic Injury Prevention Plan 2013-2017". This plan will include all areas of injury, updated data, and recommendations to follow proven injury prevention practices.
2. Facilitation and/or participation of 100% of the following statewide coalitions in order to implement injury prevention programming:
 - Injury Prevention Advisory Council (IPAC) with its accompanying Policy Subcommittee. The IPAC meets quarterly; the Policy Subcommittee meets as needed.
 - Safe Kids New Hampshire, which meets quarterly. This includes the provision of professional trainings on best practice injury prevention strategies in the context of these meetings. Topics will be determined by interest and injury surveillance data.
 - The Teen Driving Committee and the New Hampshire Falls Risk Reduction Task Force, both of which meet monthly.
3. Ninety-percent of the participants in the Home Visiting Injury Prevention Train the Trainer Program will feel comfortable in the topic subject areas post-test.
 - Implementation of injury prevention curriculum specific to home visitors, which includes an evaluation component and a distribution plan.
4. Plan, promote, and provide logistical support and evaluation for evidence based falls training on an annual basis.

B) Coordination of Services

1. The contractor shall coordinate, where possible, with other service providers within the state. At a minimum, such collaboration shall include interagency referrals, contractor participation in interagency groups concerned with sexual violence and joint activities with other agencies as appropriate.

2. As appropriate, the Contractor should participate in community needs assessments, public health performance assessments, and the development of regional public health improvement plans through collaboration with the local Public Health Regions, as may be appropriate, to enhance the implementation of community-based public health prevention initiatives being implemented by the contractor.
3. The Contractor agrees to cooperate and coordinate public health activities as requested by the Division of Public Health during any local situation or condition, natural or man-made, declared by the DHHS to be a public health emergency.

C) Meetings and Trainings

The contractor will be responsible to send staff to meetings and trainings as required by the program.

III. Quality or Performance Improvement (QI/PI)

A) Data and reporting requirements

The Contractor shall submit to MCHS the following data used to monitor program performance:

1. Submit data and narrative as requested by the MCHS at least 45 days prior to the submission of federal grant applications and reports. These reports have been due mid-October (grant application) and early January (annual report) of every year. The MCHS shall notify the Contractor at least 30 days in advance of any changes in the submission schedule.
2. In years when contracts or amendments are not required, the DPHS Budget Form, Budget Justification, Sources of Revenue and Program Staff list forms must be completed according to the relevant instructions and submitted as requested by DPHS and, at minimum, by April 30 of each year.
3. The Sources of Revenue report must be resubmitted at any point when changes in revenue threaten the ability of the agency to carry out the planned program.

B) On-site reviews

1. The contractor shall allow a team or person authorized by the Maternal and Child Health Section to periodically review the contractor's systems of governance, administration, data collection and submission, programmatic, and financial management in order to assure systems are adequate to provide the contracted services.
2. The contractor shall make corrective actions as advised by the review team if contracted services are not found to be provided in accordance with this exhibit.

NH Department of Health and Human Services

Exhibit B

**Purchase of Services
Contract Price**

Injury Prevention

CONTRACT PERIOD: July 1, 2013 or date of G&C approval, whichever is later, through June 30, 2015

CONTRACTOR NAME: Trustees of Dartmouth College

**ADDRESS: Injury Prevention Center
11 Rope Ferry Road, Hanover, New Hampshire 03755**

Program Director: Debra Samaha

TELEPHONE: 603-646-3007

Vendor #177157-B016	Job #90019001	Appropriation #05-95-90-902010-5190-102-500731
	#90004104	#05-95-90-902010-5896-102-500731
	#48108462	#05-95-48-481010-8917-102-500731

1. The total amount of all payments made to the Contractor for cost and expenses incurred in the performance of the services during the period of the contract shall not exceed:

\$185,000 for injury prevention, funded from 59% federal funds from the Center for Disease Control, Preventative Health and Human Services Block Grant (CFDA #93.991) and 41% general funds.

\$51,170 for injury prevention, funded from 100% federal funds from the United States Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau (CDFA #93.505).

\$10,000 for injury prevention, funded from 100% federal funds from the Department of Health and Human Services, Title IIID Preventive Health (CFDA #93.043).

TOTAL: \$246,170

2. The Contractor agrees to use and apply all contract funds from the State for direct and indirect costs and expenses including, but not limited to, personnel costs and operating expenses related to the Services, as detailed in the attached budgets. Allowable costs and expenses shall be determined by the State in accordance with applicable state and federal laws and regulations. The Contractor agrees not to use or apply such funds for capital additions or improvements, entertainment costs, or any other costs not approved by the State.
3. This is a cost-reimbursement contract based on an approved budget for the contract period. Reimbursement shall be made monthly based on actual costs incurred during the previous month.
4. Invoices shall be submitted by the Contractor to the State in a form satisfactory to the State for each of the Service category budgets. Said invoices shall be submitted within twenty (20)

Contractor Initials: HA

Date: 5/22/13

working days following the end of the month during which the contract activities were completed, and the final invoice shall be due to the State no later than sixty (60) days after the contract Completion Date. Said invoice shall contain a description of all allowable costs and expenses incurred by the Contractor during the contract period.

5. Payment will be made by the State agency subsequent to approval of the submitted invoice and if sufficient funds are available in the Service category budget line items submitted by the Contractor to cover the costs and expenses incurred in the performances of the services.
6. The Contractor may amend the contract budget for any Service category through line item increases, decreases, or the creation of new line items provided these amendments do not exceed the contract price for that particular Service category. Such amendments shall only be made upon written request to and written approval by the State. Budget revisions will not be accepted after June 20th of each contract year.
7. The Contractor shall have written authorization from the State prior to using contract funds to purchase any equipment with a cost in excess of three hundred dollars (\$300) and with a useful life beyond one year.

The remainder of this page is intentionally left blank.

NH Department of Health and Human Services

Exhibit C

SPECIAL PROVISIONS

1. **Contractors Obligations:** The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:
2. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
3. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
4. **Documentation:** In addition to the determination forms, required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
5. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
6. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
7. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
8. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party fundors for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party fundors, the Department may elect to:
 - 8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

8.3 Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

9. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 **Fiscal Records:** Books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 **Statistical Records:** Statistical, enrollment, attendance, or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. **Audit:** Contractor shall submit an annual audit to the Department within nine months after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directed connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

12. **Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within sixty (60) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. **Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. **Credits:** All documents, notices, press releases, research reports, and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document, etc.), was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, Division of Public Health Services, with funds provided in part or in whole by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the Contractor with respect to the operation of the facility or the provision of the services at such facility. If any government license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

16. **Insurance:** Select either (1) or (2) below:

As referenced in the Request for Proposal, Comprehensive General Liability Insurance Acknowledgement Form, the Insurance requirement checked under this section is applicable to this contract:

Insurance Requirement for (1) - 501(c) (3) contractors whose annual gross amount of contract work with the State does not exceed \$500,000, per RSA 21-I:13, XIV, (Supp. 2006): The general liability insurance requirements of standard state contracts for contractors that qualify for nonprofit status under section 501(c)(3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000, is comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

- (1) The contractor certifies that it **IS** a 501(c) (3) contractor whose annual total amount of contract work with the State of New Hampshire does **not** exceed \$500,000.

Insurance Requirement for (2) - All other contractors who do not qualify for RSA 21-I:13, XIV, (Supp. 2006), Agreement P-37 General Provisions, 14.1 and 14.1.1. Insurance and Bond, shall apply: The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefits of the State, the following insurance: comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident or occurrence. *These amounts MAY be modified if the State of NH determines contract activities are a risk of lower liability.*

- (2) The contractor certifies it does **NOT** qualify for insurance requirements under RSA 21-I:13, XIV (Supp. 2006).

17. **Renewal:**

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for two (2) additional year(s), contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

The remainder of this page is intentionally left blank.

18. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.

19. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language;

- 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
- 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
- 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
- 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
- 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

SPECIAL PROVISIONS – DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Whenever federal or state laws, regulations, rules, orders, and policies, etc., are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc., as they may be amended or revised from time to time.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

NH Department of Health and Human Services

Standard Exhibit D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act to 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I – FOR GRANTEES OTHER THAN INDIVIDUALS

US DEPARTMENT OF HEALTH AND HUMAN SERVICES – CONTRACTORS

US DEPARTMENT OF EDUCATION – CONTRACTORS

US DEPARTMENT OF AGRICULTURE – CONTRACTORS

This certification is required by the regulations implementing Sections 5151-51-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). the January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630 of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

**Commissioner
NH Department of Health and Human Services,
129 Pleasant Street
Concord, NH 03301**

- 1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employee's about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and

- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- 2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, State, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

Trustees of Dartmouth College From: 7/1/13 or date of G&C Approval, whichever is later To: 6/30/15

Contractor Name

Period Covered by this Certification

HEATHER A. ARNOLD, M.ED, ASSISTANT DIRECTOR

Name and Title of Authorized Contractor Representative

Heather A. Arnold
Contractor Representative Signature

5/22/13
Date

NH Department of Health and Human Services

Standard Exhibit E

CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES – CONTRACTORS
US DEPARTMENT OF EDUCATION – CONTRACTORS
US DEPARTMENT OF AGRICULTURE – CONTRACTORS

Programs (indicate applicable program covered):

- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

Contract Period: 7/1/13 or date of G&C Approval, whichever is later, through 6/30/15

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
- (2) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, attached and identified as Standard Exhibit E-I.
- (3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Heather A. Arnold
Contractor Signature

ASSISTANT DIRECTOR
Contractor's Representative Title

Trustees of Dartmouth College
Contractor Name

5/22/13
Date

NH Department of Health and Human Services

Standard Exhibit F

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions, execute the following Certification:

Instructions for Certification

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transition. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transition," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntary excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rule implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction", "provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. have not within a three-year period preceding this proposal (contract) been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1 b of this certification; and
 - d. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

Lower Tier Covered Transactions

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Heather A. Arnold
Contractor Signature

ASSISTANT DIRECTOR
Contractor's Representative Title

Trustees of Dartmouth College
Contractor Name

5/22/13
Date

NH Department of Health and Human Services

Standard Exhibit G

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

The contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

Heather A. Arnold

Contractor Signature

ASSISTANT DIRECTOR

Contractor's Representative Title

Trustees of Dartmouth College

Contractor Name

5/22/13

Date

NH Department of Health and Human Services

STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Heather A. Arnold

Contractor Signature

ASSISTANT DIRECTOR

Contractor's Representative Title

Trustees of Dartmouth College

Contractor Name

5/28/13

Date

NH Department of Health and Human Services

STANDARD EXHIBIT I
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to

object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec.13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

- h. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- i. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- j. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- k. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to standard provision #10 of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

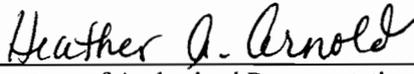
DIVISION OF PUBLIC HEALTH SERVICES

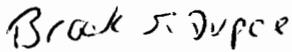
TRUSTEES OF DARTMOUTH COLLEGE

The State Agency Name

Name of Contractor


Signature of Authorized Representative


Signature of Authorized Representative

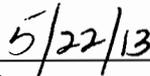

LISA L. BUJNO, MSN, APRN
Name of Authorized Representative

HEATHER A. ARNOLD, M.ED.
Name of Authorized Representative

BUREAU CHIEF
Title of Authorized Representative

ASSISTANT DIRECTOR
Title of Authorized Representative


Date


Date

NH Department of Health and Human Services

STANDARD EXHIBIT J

**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND
TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (*Reporting Sub-award and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any sub-award or contract award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (DUNS #)
- 10) Total compensation and names of the top five executives if:
 - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - b. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Sub-award and Executive Compensation Information*), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Heather A. Arnold
(Contractor Representative Signature)

HEATHER A. ARNOLD, ASSISTANT DIRECTOR
(Authorized Contractor Representative Name & Title)

Trustees of Dartmouth College
(Contractor Name)

5/22/13
(Date)

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 04-102-7822

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?

NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: <input type="text"/>	Amount: <input type="text"/>
Name: <input type="text"/>	Amount: <input type="text"/>
Name: <input type="text"/>	Amount: <input type="text"/>
Name: <input type="text"/>	Amount: <input type="text"/>
Name: <input type="text"/>	Amount: <input type="text"/>

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that our records show that a special corporate charter was granted to the TRUSTEES OF DARTMOUTH COLLEGE by the British Crown on December 13, 1769. I further certify that no fees are required to be paid to this office by this corporation.



IN TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 9th day of April, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



BOARD OF TRUSTEES

CERTIFICATE

I, Marcia J. Kelly, hereby certify that I am Assistant Clerk of Trustees of Dartmouth College, a corporation created by Royal Charter and existing under the laws of the State of New Hampshire; that, as Assistant Clerk, I have custody of the records of meetings of the Board of Trustees of said corporation; and that at a meeting of said Board duly called and held on the 9th day of April, 2011 at which a quorum was present and acting throughout, the following vote was adopted:

VOTED: To approve the Signature and Requisition Authority Policy, effective July 1, 2011 or such earlier date as the Executive Vice President/Chief Financial Officer shall determine. The provisions of the Signature and Requisition Authority Policy shall take precedence over any previous inconsistent vote of the Board of Trustees.

I further certify that said vote remains in full force and effect as of the date hereof and are not contrary to any provision of the Charter of said corporation.

I further certify that attached hereto is a true and correct copy of the Introduction and the Sponsored Activities Administration and Intellectual Property Transactions section (Appendix G) of the said Signature and Requisition Authority Policy.

I further certify that the following persons were appointed to the positions opposite their respective names and continue to serve in said positions as of the dates shown:

Jill Mortali	Director, Office of Sponsored Projects	September 15, 2008
Martin N. Wybourne	Vice Provost for Research	July 1, 2004
Christine Bothe	Associate Director, Office of Sponsored Projects	December 1, 2011
Kathryn Page	Associate Director, Office of Sponsored Projects	July 1, 2001
Heather A. Arnold	Assistant Director, Office of Sponsored Projects	December 1, 2011

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the corporation this 22nd day of May, 2013.

Marcia J. Kelly
Marcia J. Kelly, Assistant Clerk
Trustees of Dartmouth College



Lisa M. Ford

Appendix G: Sponsored Activities Administration and Intellectual Property Transactions

<p>Grants (including sub-grants) for external support for research (applications and agreements)</p>	<p><u>Over \$5,000,000</u> Director, OSP, or Vice Provost for Research</p> <p><u>Up to \$5,000,000</u> Director, Associate Director, or Assistant Director, OSP</p> <p><u>Up to \$2,000,000</u> Director, Associate Director, Assistant Director, Senior Grants Officer, or Grants Officer, OSP</p>
<p>Contracts (including sub-contracts) for external support for research (applications and agreements)</p>	<p><u>Over \$1,000,000</u> Director, OSP, or Vice Provost for Research</p> <p><u>Up to \$1,000,000</u> Director or Associate Director, OSP</p> <p><u>Up to \$500,000</u> Director, Associate Director, Assistant Director, or Senior Grants Officer, OSP</p>
<p>Agreements with federal agencies for reimbursement of facilities and administrative costs</p>	<ul style="list-style-type: none"> • Director, OSP, or Vice Provost for Research; and • EVP/CFO or VPF jointly
<p>Purchases of goods and services with grant or contract funds</p> <p><i>Titles (e.g., "COO," "Director of Budget & Fiscal Affairs") refer to the designated position in the school or department that is the recipient of the grant or contract as recorded in the Office of Sponsored Projects.</i></p> <p><i>When a grant or contract has more than one PI, each PI is authorized to exercise the authority under this Policy with respect to the portion of the project for which he or she is responsible.</i></p>	<p>In addition to the delegations set forth below, authorized staff members, and research team members designated in writing by the PI, may make purchases through any procurement mechanism up to the dollar amount permitted under the Procurement Card System, or such lower dollar amount as may be set by the PI.</p> <p><u>Up to \$5,000</u> PI, COO, Director of Budget & Fiscal Affairs, Laboratory Manager, Grant Manager, or lab members designated by the PI</p> <p><u>Up to \$25,000</u></p> <ul style="list-style-type: none"> • PI, COO, Director of Budget & Fiscal Affairs, Laboratory Manager, or Grant Manager; and • OSP <p><u>Up to \$100,000</u></p> <ul style="list-style-type: none"> • PI; or • COO or Director of Budget & Fiscal Affairs with

	<p>permission of PI (PI and COO, jointly, may delegate authority up to \$100,000 in writing to other staff members); -and-</p> <ul style="list-style-type: none"> • OSP <p><u>Up to \$250,000</u></p> <ul style="list-style-type: none"> • PI; and • COO or Director of Budget and Fiscal Affairs, jointly; -and- • OSP <p><u>Over \$250,000</u></p> <ul style="list-style-type: none"> • PI and Dean or Dean’s designee, jointly; and • OSP <p><u>Additional Approvals:</u></p> <ul style="list-style-type: none"> • Approval by the General Counsel or Associate General Counsel is also required for transactions over \$500,000
Agreements relating to the transfer of materials used in scientific research	Director or Assistant Director, Technology Transfer Office; in their absence, Director or Associate Director, OSP
Agreements for licenses and options of inventions/patents owned by the College pursuant to the College’s Patent Policy	Director, Technology Transfer Office (in accordance with the College Patent Policy)
Agreements for licenses and options of works of authorship/copyrights owned by the College pursuant to the College’s Copyright Policy	Dean of Libraries with respect to works administered by the Libraries Director, Technology Transfer Office with respect to software General Counsel or Associate General Counsel with respect to all other works * All in accordance with the College Copyright Policy *
Authority to execute documents pertaining to the registration and protection of intellectual property, including but not limited to powers of attorney, assignments, small entity forms and certifications required by the United States Patent and Trademark Office of patent authorities of foreign	Director, Technology Transfer Office

countries	
Authority to sign confidentiality and non-disclosure agreements in connection with the licensing (outgoing and incoming) and marketing of intellectual property	Director or Assistant Director, Technology Transfer Office
Engagement of attorneys to represent the College in connection with the evaluation of inventions and the filing and prosecution of patents	Director, Technology Transfer Office, in consultation with the Office of the General Counsel
State and federal trademark registrations; licenses for the use of College-owned trademarks	General Counsel or Trademark Administrator

Appendix H: Staff Hiring

All staff appointments (including the appointment of faculty to administrative positions) must comply with applicable Dartmouth College human resources policies and procedures including availability of funding, approval of position description and salary level by the Office of Human Resources, and certification by the hiring officer through the Dartmouth Online Recruit and Review system (DORR) that the appropriate recruitment and due diligence procedures have been followed. (Faculty appointments are subject to applicable College policies and the rules and procedures of each Faculty.)

SEIU and IATSE bargaining unit positions and Non-Union Service positions	Dean, Vice President or Chief Operating Officer of Division, or his or her written designee
Positions at levels AAT, DRM, PDL or DDL	Dean, Vice President or Chief Operating Officer of Division
Positions at level IL (other than President, Provost, EVP/CFO, Dean or Vice President)	President, Provost or EVP/CFO
Provost, EVP/CFO, Dean or Vice President	President
Teaching and Service Contracts in Foreign Countries for Off-Campus Programs	Executive Director of Off-Campus Programs

Appendix I: Procurement Services Department Authority

Based upon the submission of requisitions approved by authorized signers under this Policy, Procurement Services Department personnel are authorized to issue purchase orders as follows:

Up to \$5,000	e-Business Supply Chain Analyst
Up to \$10,000	Administrative Assistant
Up to \$100,000	Procurement Specialist III, Supplier / Compliance Manager or Stockroom Manager
Up to \$250,000	Contract Manager
Up to \$3,000,000	Sourcing Manager
Up to \$5,000,000	Director of Procurement
Above \$5,000,000	EVP/CFO or VPF



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/27/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. Two Logan Square Philadelphia, PA 19103-2797 Contact: Philadelphia.Certs@marsh.com	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): FAX: 212-948-0360 EMAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED THE TRUSTEES OF DARTMOUTH COLLEGE 53 S. MAIN STREET, SUITE 212 HANOVER, NH 03755	INSURER A: Pinnacle Consortium of Higher Ed VT RRRG	NAIC # 11980
	INSURER B: Zurich American Insurance Company	NAIC # 16535
	INSURER C: Genesis Insurance Company	NAIC # 38962
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PCHE2013-03	07/01/2013	07/01/2014	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Each occurrence) \$2,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>			BAP 9267272-03 SELF-INSURED FOR PHYSICAL DAMAGE	07/01/2013	07/01/2014	COMBINED SINGLE LIMIT (Each accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$				07/01/2013	07/01/2014	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (MANDATORY IN NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY			PCHE2013-03	07/01/2013	07/01/2014	EACH CLAIM \$2,000,000 AGGREGATE \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Director, Division of Public Health Services New Hampshire DHHS 29 Hazen Drive Concord, NH 03301-6504	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
---	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/29/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC Denver 8110 E. Union Avenue Suite 700 Denver CO 80237 (303) 414-6000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Fire Insurance Co of Hartford		20478
INSURER B : Midwest Employers Casualty Company		23612
INSURER C : Transportation Insurance Company		20494
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
1316233 Dartmouth College
53 South Main Street, Suite 212
Hanover NH 03755

COVERAGES DARCO02 CERTIFICATE NUMBER: 11595448 REVISION NUMBER: XXXXXXXX

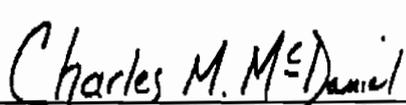
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COM/OP AGG \$ XXXXXXXX \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N	2099375438 (AOS) 2099375472 (CA)	7/1/2013 7/1/2013	7/1/2014 7/1/2014	X WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Excess Work Comp		N	EWC008364	7/1/2013	7/1/2014	WC - Statutory; EL Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

11595448 Director, Division of Public Health Services New Hampshire DHHS 29 Hazen Drive Concord NH 03301-6504	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

DARTMOUTH COLLEGE

Financial Statements

2011 - 2012





KPMG LLP
Suite 400
356 Mountain View Drive
Colchester, VT 05446

Independent Auditors' Report

The Board of Trustees
Dartmouth College:

We have audited the accompanying statement of financial position of Dartmouth College (the College) as of June 30, 2012, and the related statements of activities, operating expenses, and cash flows for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the College's 2011 financial statements and, in our report dated November 7, 2011, because we were unable to examine evidence regarding the fair value of certain unrecognized trust interests, we expressed a qualified opinion on those financial statements.

Except as discussed in the following paragraph, we conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in note L, assets and changes in net assets do not include the College's interests in certain third-party charitable trusts for which current fair values are not available. Accordingly, we were unable to apply adequate procedures to satisfy ourselves as to such fair values, and the effects of this departure from U.S. generally accepted accounting principles on the College's financial position and changes in net assets cannot be determined.

In our opinion, except for the effects of such adjustments deemed necessary had we examined evidence regarding the fair value of the unrecognized trust interests discussed in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Dartmouth College as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles.

KPMG LLP

November 10, 2012

Dartmouth College

Statement of Financial Position

As of June 30, 2012, with comparative information as of June 30, 2011
(in thousands)

	2012	2011
Assets		
Cash and cash equivalents	\$ 306,241	\$ 319,584
Receivables and other assets, net	183,828	167,190
Investment related receivables	38,539	164,824
Pledges receivable, net	142,776	173,487
Investments held by bond trustees	151	22,834
Investments, at fair value	4,375,764	4,175,756
Land, buildings, equipment, and construction in progress, net	927,694	863,627
Total assets	5,974,993	5,887,302
Liabilities		
Accounts payable and other liabilities	74,423	87,249
Investment related payables	100,176	292,863
Deferred revenues and deposits	38,121	34,282
Liability for split-interest agreements	41,705	46,801
Pension and other employment related obligations	315,980	267,823
Bonds, mortgages, and notes payable, net	1,128,875	946,768
Interest rate swap liabilities, at fair value	216,306	89,403
Conditional asset retirement obligations	21,665	22,629
Government advances for student loans	20,192	20,024
Total liabilities	1,957,443	1,807,842
Total Net Assets	\$ 4,017,550	\$ 4,079,460
Net Assets		
Unrestricted	\$ 1,006,070	\$ 1,109,344
Temporarily restricted	1,991,249	1,996,557
Permanently restricted	1,020,231	973,559
Total Net Assets	\$ 4,017,550	\$ 4,079,460

See accompanying notes to the financial statements.

Dartmouth College

Statement of Activities

For the year ended June 30, 2012, with summarized financial information for the year ended June 30, 2011

(in thousands)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	
				2012	2011
Endowment Activities					
Gifts	\$ 8	\$ 858	\$ 48,831	\$ 49,697	\$ 40,338
Net investment return	46,784	149,929	586	197,299	541,549
Distributed for spending	(44,142)	(138,714)	-	(182,856)	(174,899)
Other changes	(1,249)	1,913	2,369	3,033	4,057
Amounts transferred from other funds, net	(599)	2,015	4,389	5,805	4,059
Change in net assets from endowment activities	802	16,001	56,175	72,978	415,104
Operating Activities					
Revenues					
Tuition and fees	284,540	-	-	284,540	266,674
Student scholarships	(116,388)	-	-	(116,388)	(114,533)
Net tuition and fees	168,152	-	-	168,152	152,141
Sponsored research grants and contracts	173,554	-	-	173,554	179,811
Dartmouth College Fund and other gifts	71,008	13,154	-	84,162	77,880
Distributed endowment investment return	176,055	5,109	-	181,164	173,247
Other operating income	126,694	14	-	126,708	118,126
Auxiliaries	60,207	-	-	60,207	61,559
Net assets released from restrictions	8,022	(8,022)	-	-	-
Total revenues	783,692	10,255	-	793,947	762,764
Expenses					
Academic and student programs	495,958	-	-	495,958	460,848
Sponsored programs	125,013	-	-	125,013	127,430
General institutional services	87,189	-	-	87,189	84,072
Auxiliaries	67,628	-	-	67,628	65,991
Total expenses	775,788	-	-	775,788	738,341
Change in net assets from operating activities	7,904	10,255	-	18,159	24,423
Non-operating Activities					
Gifts	-	28,702	-	28,702	19,043
Other non-operating changes, net	22,463	1,907	-	24,370	34,652
Distributed endowment investment return	367	1,325	-	1,692	1,652
Decrease in outstanding pledges	-	(19,379)	(11,332)	(30,711)	(39,231)
Pension and postretirement benefit related changes					
other than net periodic benefit costs	(40,806)	-	-	(40,806)	78,458
Disposals and non-capitalized expenditures	(2,697)	(1,699)	-	(4,396)	(8,192)
Unrealized gain (loss) related to					
interest rate swap agreements	(126,903)	-	-	(126,903)	27,771
Net assets released from restrictions	34,496	(34,496)	-	-	-
Amounts transferred to endowment, net	1,100	(7,690)	785	(5,805)	(4,059)
Net change in split-interest agreements	-	(234)	1,044	810	8,201
Change in net assets from non-operating activities	(111,980)	(31,564)	(9,503)	(153,047)	118,295
Change in net assets	(103,274)	(5,308)	46,672	(61,910)	557,822
Net Assets, beginning of year	1,109,344	1,996,557	973,559	4,079,460	3,521,638
Net Assets, end of year	\$ 1,006,070	\$ 1,991,249	\$ 1,020,231	\$ 4,017,550	\$ 4,079,460

See accompanying notes to the financial statements.

Dartmouth College

Statement of Operating Expenses

For the year ended June 30, 2012, with summarized financial information for the year ended June 30, 2011
(in thousands)

	Academic & Student Programs			General Institutional Services				Total Expenses	
	Sponsored Programs	Administrative Support	Facilities Operation & Maintenance	Development	Total	Auxiliaries	2012	2011	
Salaries and wages	\$ 202,229	\$ 24,003	\$ 16,214	\$ 16,022	\$ 56,239	\$ 13,290	\$ 326,856	\$ 309,317	
Employee benefits	72,432	8,395	5,548	5,539	19,482	4,595	112,937	125,600	
Fellowships and student support	9,419	-	-	-	-	-	13,716	12,470	
Materials, equipment, and supplies	32,955	5,409	1,370	1,632	8,411	14,920	67,654	67,734	
Purchased services	43,515	6,496	2,216	6,874	15,586	6,923	100,355	90,889	
Utilities, taxes, and occupancy	-	-	38,635	-	38,635	6,139	44,774	43,616	
Depreciation	36,484	2,743	5,886	57	8,686	7,119	52,289	44,760	
Lodging, travel, and similar costs	20,571	1,247	226	1,838	3,311	226	27,397	22,705	
Interest and amortization	-	-	22,805	-	22,805	-	22,805	16,524	
Other expenses	5,216	1,004	121	317	1,442	145	7,005	4,726	
	422,821	49,297	93,021	32,279	174,597	53,357	775,788	\$ 738,341	
Facilities operation & maintenance	73,137	5,498	(93,021)	115	(87,408)	14,271	-	-	
Total expenses for FY12	\$ 495,958	\$ 54,795	\$ -	\$ 32,394	\$ 87,189	\$ 67,628	\$ 775,788	\$ 738,341	
Total expenses for FY11	\$ 460,848	\$ 51,968	\$ -	\$ 32,104	\$ 84,072	\$ 65,991	\$ 738,341	\$ 738,341	

See accompanying notes to the financial statements.

Dartmouth College

Statement of Cash Flows

For the year ended June 30, 2012, with comparative information for the year ended June 30, 2011
(in thousands)

	2012	2011
Cash flows from operating activities		
Total change in net assets	(\$ 61,910)	\$ 557,822
Adjustments to reconcile total change in net assets to net cash used by operating activities:		
Depreciation and amortization	53,191	45,095
Change in estimated value of interest rate swap agreements	126,903	(27,771)
Change in estimated pension and post-retirement benefit obligation	51,705	(57,052)
Change in pledges receivable, net	30,711	39,231
Other non-cash transactions	1,361	919
Contributions, investment income, and other changes restricted for long-term investment	(70,569)	(60,838)
Net realized and unrealized gains	(225,284)	(580,383)
Changes in operating assets and liabilities:		
Receivables and other assets, net	(22,358)	951
Accounts payable and other liabilities	(13,790)	16,872
Deferred revenues and deposits	3,839	2,828
Employment related obligations	(3,548)	(1,582)
Net cash used by operating activities	(129,749)	(63,908)
Cash flows from investing activities		
Student loans granted	(8,571)	(17,333)
Student loans repaid	13,820	13,691
Purchases of land, buildings, and equipment	(117,952)	(134,270)
Proceeds from the sale of land, buildings, and equipment	18,434	6,555
Net change in split-interest agreements	(5,096)	1,737
Net change in unsettled trades	(66,402)	65,905
Purchases of investments	(7,867,688)	(8,037,740)
Sales and maturities of investments	7,874,530	8,057,963
Net cash used by investing activities	(158,925)	(43,492)
Cash flows from financing activities		
Proceeds from issuance of debt	244,275	10,650
Repayment of debt	(62,364)	(8,990)
Change in investments held by bond trustee	22,683	63,632
Contributions, investment income, and other changes restricted for long-term investment in:		
Facilities	16,225	14,113
Endowment, life income, and similar funds	54,344	46,725
Changes in government advances for student loans	168	151
Net cash provided by financing activities	275,331	126,281
Net change in cash and cash equivalents	(13,343)	18,881
Cash and cash equivalents, beginning of year	319,584	300,703
Cash and cash equivalents, end of year	\$ 306,241	\$ 319,584

See accompanying notes to the financial statements.



Dartmouth College

Office of Sponsored Projects
11 Rope Ferry Road #6210
Hanover, NH 03755-1404

TELEPHONE: (603) 646-3007

FAX: (603) 646-3670

EMAIL: sponsored.projects@dartmouth.edu

Dartmouth College Mission

Dartmouth College educates the most promising students and prepares them for a lifetime of learning and of responsible leadership, through a faculty dedicated to teaching and the creation of knowledge.

Since its founding in 1769 to educate Native students, English youth, and others, Dartmouth has provided an intimate and inspirational setting where talented faculty, students, and staff - diverse in background but united in purpose - contribute to the strength of an exciting academic community that cuts easily across disciplines.

Dartmouth is committed to providing the best undergraduate liberal arts experience and to providing outstanding graduate programs in the Geisel School of Medicine (founded 1797), the Thayer School of Engineering (1867), the Tuck School of Business (1900), and the graduate programs in the Arts and Sciences. Together they constitute an exceptional and rich learning environment. Dartmouth faculty and student research contributes substantially to the expansion of human understanding.

The College provides a comprehensive out-of-classroom experience, including service opportunities, engagement in the arts, and competitive athletic, recreational, and outdoor programs. Pioneering programs in computation and international education are hallmarks of the College. Dartmouth graduates are marked by an understanding of the importance of teamwork, a capacity for leadership, and their keen enjoyment of a vibrant community. Their loyalty to Dartmouth and to each other is legendary and is a sustaining quality of the College.



BOARD OF TRUSTEES

Board of Trustees 2012-2013

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Chief Executive Officer
United Healthcare
June 2011

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Managing General Partner
ABS Ventures
June 2011

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Founding Partner
TPG Capital
June 2011

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Adjunct Professor
Harvard University Extension
June 2009

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Chairman, Chief Executive Officer, and Founder
Dean Foods Company
June 2011

Nathaniel C. Fick '99
Chief Executive Officer
Endgame, Inc.
June 2012

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Interim President
Dartmouth College
May 2012

Marye Anne Fox PhD'74
Chancellor Emerita
Professor of Chemistry
University of California San Diego
June 2011

Annette Gordon-Reed '81
Professor of Law, Harvard Law School
Professor of History in the Faculty of Arts and Sciences, Harvard University
Carol K. Pforzheimer Professor, Radcliffe Institute for Advanced Study
November 2010

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Partner
Greylock
June 2009

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Managing Director
General Atlantic, LLC
June 2012

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Chairman and Chief Executive Officer
General Electric
June 2008

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Founding General Partner
Technology Crossover Ventures
June 2012

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Jack Kemp Chair in Political Economy
The Library of Congress
June 2010

John H. Lynch, Governor (ex officio)
Governor
State of New Hampshire
November 2005

Stephen F. Mandel, Jr. '78 (Chair)
Managing Director, Portfolio Manager
Lone Pine Capital LLC
June 2007

Sherri C. Oberg '82 T'86
Founder, President and Chief Executive Officer
Acusphere, Inc.
June 2008

Trevor D. Rees-Jones '73
Founder and CEO
Chief Oil & Gas, LLC
June 2010

John B. Replogle '88
Chief Executive Officer and President
Seventh Generation
June 2010

John A. Rich '80
Professor and Chair, Health Management Policy
Drexel University School of Public Health
June 2008

Laurel J. Richie '81
President
WNBA, LLC
June 2012

Peter M. Robinson '79
Fellow
Hoover Institution
Stanford University
June 2005

Steven Roth '62, T'63
Chairman
Vornado Realty Trust
June 2008

Peggy Epstein Tanner '79
June 2010

Diana L. Taylor '77
Managing Director
Wolfensohn & Company, L.L.C.
June 2008

Benjamin F. Wilson '73
Managing Principal
Beveridge & Diamond, P.C.
June 2012

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services Division of Public Health Services

Agency Name: Trustees of Dartmouth College IP Program

Name of Bureau/Section: BPHCS, Maternal and Child Health

BUDGET PERIOD:	SFY 2014	7/1/13 - 6/30/14	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Debra Samaha, Program Director	\$70,847	50.00%	\$35,424.00
Howard Hedegard, Highway Safety Specialist	\$45,685	20.00%	\$9,137.00
Cynthia J. LaPointe, Program Assistant	\$41,808	25.00%	\$10,452.00
James Esdon, Program Manager	\$54,920	20.00%	\$10,984.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$65,997.00

BUDGET PERIOD:	SFY 2015	7/1/14 - 6/30/15	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Debra Samaha, Program Director	\$72,620	50.00%	\$36,310.00
Howard Hedegard, Highway Safety Specialist	\$46,830	20.00%	\$9,366.00
Cynthia J. LaPointe, Program Assistant	\$42,852	25.00%	\$10,713.00
James Esdon, Program Manager	\$56,295	20.00%	\$11,259.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$67,648.00

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel **MUST** be listed, **even if no salary is paid from the contract**. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Debra Samaha

Education

2008-2012 Enrolled in Master of Public Health , University of New Hampshire
1993 - 1996 University of New Hampshire Durham, NH
Bachelor of Science in Nursing

- Graduated from Concord Hospital School of Nursing in 1978
- Attended New Hampshire Technical Institute in Concord, NH
- Attended San Diego State University, San Diego, Calif.
- Attended Diablo Valley Junior College in California

Professional experience

2009-Present Dartmouth College Medical School/Injury Prevention Center
Lebanon, NH
Program Director
1978 - 2009 Concord Hospital Concord, NH
Staff Nurse/ Injury Prevention Coordinator

- Worked predominately as a staff nurse for eighteen of my thirty-two years in nursing. Due to my passion for prevention my role has evolved over the years from nursing staff to the field of injury control.

Additional professional activities

Injury Prevention Co-Chairperson for New Hampshire Emergency Nurses Association.
Coordinated the Greater Concord Safe Community Coalition and secured grant funding for this community initiative from inception until June 2008 and currently serve on the Advisory Board. Served as a public member on The Governor's Commission for the Prevention, Intervention and Treatment of Alcohol and Drug Abuse for three years. Involved with the Concord Area Substance Abuse Coalition since it was created and resigned this position when assuming new role in 2009. Current member of the Suicide Prevention Council and Abusive Head Trauma Coalition in NH, Buckle Up NH, and Safe Kids NH.

As a certified Child Passenger Safety Technician I have been active in child passenger safety and occupant protection issues and helped plan the first Four-Day Technical Training for Child Passenger Safety Technicians in New Hampshire.

Worked diligently with community PTO's and schools to promote bike safety and safe routes to school projects for children in the Concord Community. I have attended National Safe Routes to School training and worked to secure funding for Concord in the first round of NH DOT Safe Routes funding.

Coordinated a Refugee Injury Prevention Group in the Greater Concord Area.

Co-Chair of the NH Falls Risk Reduction Task Force. Worked with local EMS to create collaboration between EMS and Home Care addressing those patients who fall but refuse transport to the hospital.

Attended Lean Six Sigma Process Improvement Training in Spring 2009.

Professional memberships

Emergency Nurses Association, NH Public Health Association, AmericaPublic Health Association

HOWARD C. HEDEGARD, JR.

GEISEL SCHOOL OF MEDICINE

Injury Prevention Center, 1 Medical Center Drive, Lebanon, NH 03756 * 603-653-8360

Objective:

To save lives and reduces injuries by promoting highway safety through education and community outreach.

EXPERIENCE

2008–PRESENT Injury Prevention Center, Dartmouth College Medical School, Hanover, NH

Highway Safety Specialist

- Promotes highway safety throughout New Hampshire through educational programs.
- Serves as chair for the Buckle Up New Hampshire coalition, New Hampshire traffic safety conference planning committee, and co-chair of the teen driver committee.
- Coordinates the annual Buckle Up in your Truck campaign and the Room to Live seat belt campaign throughout New Hampshire.
- Designed and manages the Buckle Up New Hampshire web site (www.buckleupnh.org)

2008–2012 New Hampshire Traffic Safety Institute (NHTSI), Epsom, NH

Defensive Driving Instructor / Instructor Trainer

2000–2008 New Hampshire Traffic Safety Institute (NHTSI), Epsom, NH

Director of Community Education

- Responsible for promoting highway safety through marketing defensive driving programs offered by NHTSI.
- Serves as agency liaison with law enforcement community, district courts, and NH Department of Safety.
- Instructs the Defensive Driving Attitude course and other National Safety Council driving improvement programs.

2000–2008 Mercy Hospital, Portland, ME

Assistant to the Controller

Responsible for the tracking of fixed assets, implementation of a purchasing card program, drafting of departmental policies and procedures, tracking and analysis of major equipment repair and maintenance costs, and performance of other financial operations projects.

1997–1999 Mercy Hospital, Portland, ME

Accounting Supervisor

Responsible for supervision of accounting staff and payroll, accounts payable, and cash receipt functions for 200-bed hospital and related health care corporations.

EDUCATION/PROFESSIONAL DEVELOPMENT

Bachelor of Arts, St. Paul College, St. Paul, MN
Accounting/Business Studies, Franklin Pierce College, Dover, NH
Principles of Management Institute, University of Hartford
Managing with Reduced Resources, University of Maine
Defensive Driving Instructor Training, National Safety Council

AWARDS/CERTIFICATIONS

Instructor of the Year, Defensive Driving Attitude Course, National Safety Council
Certified Defensive Driving Instructor, National Safety Council
Certified Instructor Trainer, National Safety Council

COMMUNITY SERVICE

New Hampshire Traffic Safety Commission Member, Governor Appointed, 3 terms(2002-2011)
Treasurer/President, NH Traffic Safety Institute (1996–1999)
Deputy Treasurer, Town of Milton, NH (1992–1995)
Budget Committee Chairperson, Town of Milton, NH (1992–1995)

COMPUTER SKILLS

<i>Microsoft Office (Word, Excel, Publisher)</i>	<i>Financial/Accounting Software</i>
<i>Web Site Design (Front Page, Dreamweaver)</i>	<i>Hardware and Network Operations</i>

Cynthia J. LaPointe
Geisel School of Medicine/Injury Prevention Center
1 Medical Center Drive, Lebanon, NH 03756
603/653-8360
cynthia.lapointe@dartmouth.edu

PROFESSIONAL EMPLOYMENT

MAY 2003 TO PRESENT:

Program Assistant, Dartmouth College Medical School/Injury Prevention Center (Dept. of Pediatrics)
Lebanon, New Hampshire

- Coordinates a variety of activities to support program functions
- Tracks monthly expenditures for multiple, complex accounts for program budgets
- Maintains inventory and order office supplies and/or conference materials
- Primary point of contact for program, providing information on policies/procedures to both general public and government, health, and public safety officials
- Maintain program files and databases
- Manage information and referral system
- Coordinates conferences, training schedules and other meetings as required

DECEMBER, 1992 TO MAY, 2003:

Assistant to the Director, Dartmouth College Medical School/Hood Center for Children & Families (Dept. of Pediatrics)
Lebanon, New Hampshire

- Manage all office administrative functions
- Maintain day-to-day activities and special projects
- Coordinate production of grant proposals, manuscripts and manuals
- Develop and administer several federal grant budgets
- Maintain numerous database files
- Daily correspondence
- Travel arrangements
- Coordinate various size conferences and/or meetings and provide logistics
- Supervise clerical staff and have active role in their performance evaluations

September, 1982 to October, 1992

Secretary, Student Conservation Association, Inc.
Charlestown, New Hampshire

- Support for the President and Vice President of the organization
- Filing of all office correspondence
- Mailing of requested applications
- Phone/office coverage
- Supply inventory
- Maintained database for all applicants to program

August, 1979 to August 1982

Receptionist, Mt. Ascutney Hospital and Health Center
Windsor, Vermont

- Switchboard operation and receptionist.

1969 to 1973

Office Manager, Newport Area Home Health Agency

Newport, New Hampshire

- Administrative support to the Director
- Insurance billing
- Accounts payable/receivable

1969 to 1979

Billing Clerk, Newport Hospital

Newport, New Hampshire

- Out-patient billing
- Coding for insurance

1973 to 1997

Bookkeeper, Secretary to LaPointe Builders

Claremont, New Hampshire

- Maintained office records
- Billing
- Accounts payable/receivable

1968 to 1969

Medical receptionist for Dr. John Walker

Newport, New Hampshire

EDUCATION

1967-1968 Sacred Heart Hospital, School of Nursing

1963-1967 Stevens High School, Claremont, NH

ORGANIZATIONS

1986 - Present Lioness, Claremont, NH

1982-1986 School Board Member, St. Mary School, Claremont, NH

WORKSHOPS/COURSES

Basic Accounting
NH Technical College, Claremont, NH

Introduction to Psychology
NH Technical College, Claremont, NH

Stress Management for Women Workshop

Conference for Women

Staff Development/Supervisory Management

Secretarial Seminar

JAMES E. ESDON
Geisel School of Medicine
Injury Prevention Center/1 Medical Center Drive
Lebanon, NH 03756
(603)653-8356
jim.esdon@dartmouth.edu

BACKGROUND SUMMARY

Skilled in implementing injury prevention programs, personnel management, budget management, volunteer recruitment and training, membership development and outdoor education. People skills include teaching, coaching, directing, listening, encouraging, and supporting. Additional skills include writing, problem solving, planning, and implementation. Knowledgeable in fundraising including annual campaigns, special events, project sales, and product sales.

QUALIFICATIONS

Management

- Managed injury prevention programs for Injury Prevention Center at Dartmouth.
- Managed staff of fourteen people including all aspects of hiring, training, evaluation, and counseling.
- Oversaw daily operations of a busy office.
- Administered field operations for a statewide non-profit agency.
- Demonstrated customer service skills.
- Member of the Management Team for a busy retail store with sales in excess of 3.5 million annually.

Fundraising/Development

- Increased annual sustaining membership campaign.
- Organized new special events and increased revenue from existing ones.
- Significantly grew annual product sale.
- Ability to recruit, train, and retain strong volunteer base.
- Able to accurately balance and maintain daily financial records.

Outdoor Education

- Managed large summer camp operation with balanced budget every year.
- Increased attendance through innovative programming and quality customer service.

Computer Literacy

- Knowledgeable in Windows XP, Microsoft Word; E-mail; Internet searches.
- Hotel reservations software.
- Cash register operation.

EMPLOYMENT HISTORY

- Program Manager with Injury Prevention Center, Dartmouth College 2001-Present
- Instructor for New Hampshire Traffic Safety Institute 2010-Present
- Police Officer, Charlestown, NH Police Department 2008-Present
- Keyholder/Associate with Eastern Mountain Sports, Lebanon, NH 2002-Present
- Assistant Scout Executive/ Staff Leader with Green Mountain Council,BSA 1995-2001
- Senior Field Executive/ Camp Director with Daniel Webster Council,BSA 1989-1995
- District Executive/ Camp Director with Daniel Webster Council,BSA 1985-1989

EDUCATION & CERTIFICATIONS

- Bachelor of Science, Physical Education
Plymouth State College, Plymouth, New Hampshire
- Professional Development Instructional Courses
Professional Development Level I, II, and III
Advanced District Administration
Personnel Management Level I
Fundraising/Endowment Roundtable
- Certified Child Passenger Safety Technician, Certification # TO26803
- SOLO Wilderness First Aid
- American Red Cross Basic First Aid, CPR & AED
- American Red Cross Certified Lifeguard
- New Hampshire Certified Part-Time Law Enforcement Officer
- Certification as Instructor- National Safety and Health Council ADD-DD
- Operations Management Course
Plymouth State University

PERSONAL

- Hobbies include running, hiking, backpacking, and fishing.
- Working towards Master's in Business Administration.

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Trustees of Dartmouth College- IP Program

Budget Request for: Injury Prevention Services

(Name of RFP)

Budget Period: July 1, 2013 or the date of G&C approval,
whichever is later, through June 30, 2014
(5190 \$92,500)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 51,471.00	\$ 5,147.00	\$ 56,618.00	10% of Direct Cost
2. Employee Benefits	\$ 17,758.00	\$ 1,776.00	\$ 19,534.00	10% of Direct Cost
3. Consultants	\$ 3,000.00	\$ 300.00	\$ 3,300.00	10% of Direct Cost
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 1,212.00	\$ 121.00	\$ 1,333.00	10% of Direct Cost
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 850.00	\$ 85.00	\$ 935.00	10% of Direct Cost
6. Travel	\$ 3,000.00	\$ 300.00	\$ 3,300.00	10% of Direct Cost
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 400.00	\$ 40.00	\$ 440.00	10% of Direct Cost
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 1,400.00	\$ 140.00	\$ 1,540.00	10% of Direct Cost
12. Subcontracts/Agreements	\$ 5,000.00	\$ 500.00	\$ 5,500.00	10% of Direct Cost
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 84,091.00	\$ 8,409.00	\$ 92,500.00	10% of Direct Cost

Indirect As A Percent of Direct

10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available)	\$ 92,500.00
Reconciliation - (this line must be equal to or greater than \$0)	\$ -

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Trustees of Dartmouth College - IP Program
HV IP

Budget Request for: Injury Prevention Services
(Name of RFP)

Budget Period: July 1, 2013 or the date of G&C approval,
whichever is later, through June 30, 2014
(5896 \$25,585)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 14,526.00	\$ 1,453.00	\$ 15,979.00	10% of Direct Cost
2. Employee Benefits	\$ 5,012.00	\$ 501.00	\$ 5,513.00	10% of Direct Cost
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 1,290.00	\$ 129.00	\$ 1,419.00	10% of Direct Cost
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 2,431.00	\$ 243.00	\$ 2,674.00	10% of Direct Cost
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 23,259.00	\$ 2,326.00	\$ 25,585.00	

Indirect As A Percent of Direct

10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available)	\$ 25,585.00
Reconciliation - (this line must be equal to or greater than \$0)	\$ -

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Trustees of Dartmouth College - IP Program
OAF-IP

Budget Request for: Injury Prevention Services
(Name of RFP)

Budget Period: July 1, 2013 or the date of G&C approval,
whichever is later, through June 30, 2014
(8917 \$5,000)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ -	\$ -	\$ -	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ 4,545.00	\$ 455.00	\$ 5,000.00	10% of Direct Cost
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 4,545.00	\$ 455.00	\$ 5,000.00	

Indirect As A Percent of Direct

10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available)	\$	5,000.00
Reconciliation - (this line must be equal to or greater than \$0)	\$	-

Budget Form

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Trustees of Dartmouth College IP Program

Budget Request for: Injury Prevention

(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015

(5190 \$92,500)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 52,758.00	\$ 5,277.00	\$ 58,035.00	10% of Direct Cost
2. Employee Benefits	\$ 18,729.00	\$ 1,873.00	\$ 20,602.00	10% of Direct Cost
3. Consultants	\$ 3,000.00	\$ 300.00	\$ 3,300.00	10% of Direct Cost
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 600.00	\$ 60.00	\$ 660.00	10% of Direct Cost
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 500.00	\$ 50.00	\$ 550.00	10% of Direct Cost
6. Travel	\$ 1,943.00	\$ 194.00	\$ 2,137.00	10% of Direct Cost
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 560.00	\$ 56.00	\$ 616.00	10% of Direct Cost
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 1,000.00	\$ 100.00	\$ 1,100.00	10% of Direct Cost
12. Subcontracts/Agreements	\$ 5,000.00	\$ 500.00	\$ 5,500.00	10% of Direct Cost
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 84,090.00	\$ 8,410.00	\$ 92,500.00	

Indirect As A Percent of Direct

10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available)

\$ 92,500.00

Reconciliation - (this line must be equal to or greater than \$0)

\$ -

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Trustees of Dartmouth College - IP Program
HV IP

Budget Request for: Injury Prevention Services
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015
(5896 \$25,585)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 14,890.00	\$ 1,489.00	\$ 16,379.00	10% of Direct Cost
2. Employee Benefits	\$ 5,286.00	\$ 528.00	\$ 5,814.00	10% of Direct Cost
3. Consultants	\$ 500.00	\$ 50.00	\$ 550.00	10% of Direct Cost
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 200.00	\$ 20.00	\$ 220.00	10% of Direct Cost
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 1,384.00	\$ 138.00	\$ 1,522.00	10% of Direct Cost
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 1,000.00	\$ 100.00	\$ 1,100.00	10% of Direct Cost
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 23,260.00	\$ 2,325.00	\$ 25,585.00	

Indirect As A Percent of Direct 10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available) **\$ 25,585.00**
 Reconciliation - (this line must be equal to or greater than \$0) **\$ -**

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Trustees of Dartmouth College - IP Program
OAF-IP

Budget Request for: Injury Prevention Services
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015
(8917 \$5,000)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ -	\$ -	\$ -	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ 4,545.00	\$ 455.00	\$ 5,000.00	10% of Direct Cost
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 4,545.00	\$ 455.00	\$ 5,000.00	

Indirect As A Percent of Direct

10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available)	\$ 5,000.00
Reconciliation - (this line must be equal to or greater than \$0)	\$ -