



H B

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

Requested Action

Authorize the Community Development Finance Authority (CDFA), under the Community Development Block Grant (CDBG) program, to amend a grant agreement with the Town of Plymouth, 6 Post Office Square, Plymouth, New Hampshire, in the amount of \$140,000 by extending the completion date to June 30, 2015 from the original grant completion date of June 30, 2014, to allow for additional time to fulfill its job creation requirements. No additional funding is involved in this time extension request. The original grant was approved by Governor and Council on November 14, 2012, agenda item #5. **100% federal funds.**

Explanation

CDFA is requesting a time extension on behalf of the Town due to a delay in its fulfillment of the job creation requirements. Narrative 1 has created and fulfilled two full-time positions. They currently have three interns who have been offered full-time employment upon their graduation in May 2014. In addition, they have two additional full-time positions advertised at this time. Because the company cannot be certain the interns will accept full time employment and may have to advertise one or more of these positions, the company is requesting a time extension to complete their commitment to hire seven full-time employees.

This Agreement allocates a portion of the Community Development Block Grant (CDBG) funds provided to New Hampshire by the U. S. Department of Housing and Urban Development (HUD). CDFA is administering this program as provided by RSA 162-L. The funds for this contract are from the Community Development Block Grant Fund, which is intended to help municipalities solve development problems.

Sincerely,

Thaddeus Kuchinski
Interim Executive Director and
Chief Financial Officer

TK/GC:ml

Attachments

AMENDMENT

This Agreement (hereinafter called the "Amendment") dated this 6th day of March, 2014, by and between the State of New Hampshire acting by and through the Community Development Finance Authority (CDFA), (hereinafter referred to as "Grantor") and the Town of Plymouth, (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an initial agreement (hereinafter called the "Agreement") which was first entered into upon Governor and Council approval on November 14, 2012, agenda item #5, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payments by Grantor of certain sums specified therein, and;

WHEREAS, pursuant to paragraph 18 of the General Provisions of the Agreement, the contract may be amended, waived or discharged by written instrument executed by the parties hereto and approved by the Governor and Council, and;

WHEREAS, CDFA has received a written request from the Contractor to amend the Agreement;

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained in the Agreement as set forth herein, the Contractor and CDFA hereby agree to amend the Agreement as follows:

1. Amendment of Agreement

A. To amend Section 1.7 of the General Provisions by extending the completion date from June 30, 2014 to June 30, 2015.

2. Effective Date of Amendment

This Amendment shall be effective upon its approval by the Governor and Council of the State of New Hampshire. If such approval is withheld, this document shall become null and void, with no further obligation or recourse to either party.

3. Continuance of Agreement

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties thereunder shall remain in full force and effect in accordance with the terms and conditions as set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands:

CONTRACTOR:
Town of Plymouth

By: *Valerie Scarborough*
Valerie Scarborough, Chairman
Board of Selectmen

GRANTOR:
State of New Hampshire acting through the
Community Development Finance Authority

By: *Thaddeus Kuchinski*
Thaddeus Kuchinski, Chief Financial
Officer & Interim Executive Director

NOTARY STATEMENT - FOR GRANTEE CONTRACTOR SIGNATURE ONLY:

On this the 15th day of MARCH, 2014 there appeared before me
KAREN FREITAS (Notary Name) the undersigned officer personally
appeared Valerie Scarborough, who acknowledged herself to be Chairman of the Board of Selectmen
of the Town of Plymouth and that such officer, authorized to do so, executed the foregoing Instrument
for the purposes herein contained, by signing herself in the name of the municipality.

In witness whereof I hereunto set my hand and official seal (provide seal, stamped name and expiration
date)

By: *Karen Freitas 3/10/14*
KAREN FREITAS
Notary Public - New Hampshire
My Commission Expires December 5, 2017

APPROVAL BY NEW HAMPSHIRE ATTORNEY GENERAL AS TO FORM, SUBSTANCE AND
EXECUTION:

By: *Rosemary Wiant*, Assistant Attorney General, on 3-24-14
Rosemary Wiant

APPROVAL BY THE NEW HAMPSHIRE GOVERNOR AND COUNCIL:

By: _____, on _____

MUNICIPAL RE-CERTIFICATION FOR CONTRACT AMENDMENT

I, Karen Freitas, Clerk of the Town of Plymouth, New Hampshire do hereby certify that: (1) at the Public Hearings and meeting held on June 14, 2012, the Board of Selectmen voted to accept Community Development Block Grant funds and enter into a contract with the Community Development Finance Authority, (2) The Board of Selectmen further authorized the Chairman of the Board of Selectmen to execute any documents which may be necessary to effectuate this contract or any amendments thereto; (3) I further certify that this authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and (4) the following person has been appointed to and now occupies the office indicated under item (2) above:

Valerie Scarborough, Chairman

Name and Title of Officer Authorized to Sign

IN WITNESS WHEREOF, I have hereunto set my hand as the Town Clerk of Plymouth, New Hampshire this 10th day of MARCH, 2014.



Karen Freitas, Town Clerk

CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Coverage Agreement(s) (also known as the Member Agreement(s)) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, extend, or alter the coverage afforded by the Member Agreement(s) except to the extent provided in the Additional Covered Party box or Loss Payee box below, if checked.

THIS IS TO CERTIFY THAT THE ENTITY NAMED BELOW HAS BEEN ISSUED THE MEMBER AGREEMENT(S) FOR THE AGREEMENT TERM(S) 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 COVERAGE AFFORDED BY THE MEMBER AGREEMENT(S) IS SUBJECT TO ALL THE EXCLUSIONS, EXTENSIONS, TERMS, AND CONDITIONS OF SUCH MEMBER AGREEMENT(S). AGGREGATE LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Participating Entity: Town of Plymouth Participant Number: 016-070186 - 14		Company Affording Coverage (the "Company"): HealthTrust, Inc. PO Box 617, Concord, NH 03302-0617	
Coverage (Occurrence basis only):	Effective Date (mm/dd/yy)	Expiration Date (mm/dd/yy)	Limits (subject to applicable NH statutory limits)
<input checked="" type="checkbox"/> General Liability (Member Agreement Section III.A)	7/1/2013	6/30/2014	Each Occurrence \$ 5,000,000
			General Aggregate \$
			Personal & Adv Injury \$
			Med Exp (any one person) \$
			Products -Comp/Op Agg \$
<input checked="" type="checkbox"/> Automobile Liability (Member Agreement Section III.A) <input 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"/> Other _____	7/1/2013	6/30/2014	Each Occurrence \$ 5,000,000
			Bodily Injury (per person) \$
			Bodily Injury (per accident) \$
			Property Damage (per accident) \$
			Excess Liability
			Aggregate \$ N/A
<input checked="" type="checkbox"/> Property (All Risk including Theft) (Member Agreement Section I) Deductible: \$1,000	7/1/2013	6/30/2014	\$Per scheduled limits and Member Agreement
<input type="checkbox"/> Workers' Compensation (Coverage A) Employers' Liability (Coverage B)			Coverage A: Statutory
			Cov. B: Each Accident \$ 2,000,000
			Disease - Each Employee \$ 2,000,000
			Disease - Policy Limit \$ 2,000,000
Description: Proof of Coverage			

CANCELLATION: If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

Additional Covered Party
 Loss Payee, as his, her or its interests appear

*Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the Participating Entity, and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees, or agents. Available limits of coverage are shared between the Participating Entity and the Additional Covered Party.**

**Terms in quotes are defined in the Member Agreement.*

Certificate Holder: Community Development Finance Authority 14 Dixon Avenue, Suite 102 Concord NH 03301	Company By: <u>Wendy W. Parker</u> Authorized Representative Date Issued: <u>3/20/2014</u>	Please direct inquiries to: Debra A. Lewis 603.230.3332
---------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i>	<i>Member Number:</i>	<i>Company Affording Coverage:</i>
Town of Plymouth 6 Post Office Square Plymouth, NH 03264	274	NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, if Not	
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	\$
			General Aggregate	\$
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2014	1/1/2015	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	\$
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
CDFA 14 Dixon Ave – Suite 102 Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 3/18/2014 tdenver@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



CDFA

Community Development Finance Authority
Strengthening New Hampshire's Communities

Approval by the Governor
and Council on 11/14/12
Agenda Item # 5

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action – Award a Grant

Authorize the Community Development Finance Authority (CDFA), under the Community Development Block Grant (CDBG) program, to award a grant to the Town of Plymouth, 6 Post Office Square, Plymouth, New Hampshire, in the amount of \$140,000.00 to assist a nonprofit regional development corporation, Grafton County Economic Development Council (GCEDC), to fit up a space for Narrative1 Software, LLC, who will occupy approximately half of the first floor space of the newly created Enterprise Center at Plymouth, beginning from the date of the Governor and Council approval until June 30, 2014. 100% federal funds.

Explanation

The Town of Plymouth is requesting CDBG funds to fit up incubator space at the Enterprise Center at Plymouth, owned by Grafton County Economic Development Council (GCEDC) as a leasehold improvement grant. If approved, the space will be leased to a business, Narrative1 Software in order to expand operations to meet the sales demands of its expanding product line, while creating 7 new jobs in the downtown Plymouth market. At least 5 (or 71%) of the 7 jobs being created will be available to persons of a low- and moderate-income background, requiring no more than a high school diploma or equivalent. The total building project budget is \$1,706,250, with \$781,250 coming from a U.S. Economic Development Administration (EDA) grant, \$560,000 in state tax credits and \$225,000 from Northern Borders Regional Commission.

This Agreement allocates a portion of the Community Development Block Grant (CDBG) funds provided to New Hampshire by the U. S. Department of Housing and Urban Development (HUD). CDFA is administering this program as provided by RSA 162-L. The funds for this contract are from the Community Development Block Grant Fund, which is intended to help municipalities solve development problems.

Sincerely,

Katharine Bogle Shields
Executive Director

KBS/CEB:acc

G&C: 11/14/12

Attachments

Subject: Town of Plymouth – GCEDC/Narrative 1 Software, LLC – Grant #12-104-CDED

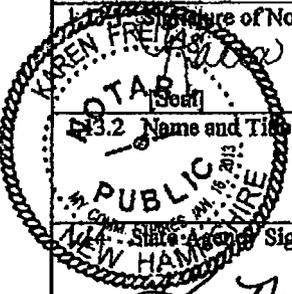
AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Community Development Finance Authority		1.2 State Agency Address 14 Dixon Ave., Suite 102 Concord, NH 03301	
1.3 Contractor Name Town of Plymouth		1.4 Contractor Address 6 Post Office Square Plymouth, NH 03264	
1.5 Contractor Phone Number 603-536-1731	1.6 Account Number N/A	1.7 Completion Date June 30, 2014	1.8 Price Limitation \$140,000.00
1.9 Contracting Officer for State Agency Janet Ackerman, Chairman, Board of Directors		1.10 State Agency Telephone Number 603-226-2170	
1.11 Contractor Signature <i>Valerie Scarborough</i>		1.12 Name and Title of Contractor Signatory Valerie Scarborough, Chairman, Board of Selectmen	
1.13 Acknowledgement: State of NEW HAMPSHIRE County of DRAFTON On <u>October 10th, 2012</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.			
Signature of Notary Public or Justice of the Peace <i>Karen Freitas</i>			
1.14 Name and Title of Notary or Justice of the Peace KAREN FREITAS NOTARY			
Signature of State Agency Signatory <i>Katharine Bogle Shields</i>		1.15 Name and Title of State Agency Signatory Katharine Bogle Shields, Executive Director	
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>[Signature]</i> On: <u>10/18/12</u>			
1.18 Approval by the Governor and Executive Council By: <i>[Signature]</i> DEPUTY SECRETARY OF STATE NOV 14 2012			



2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State") or ("CDFA"), 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 CDFA or 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 CDFA or 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 CDFA or 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 CDFA or 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 CDFA or 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 CDFA or 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 CDFA or State shall have no liability to the Contractor other than the contract price.
5.3 The CDFA or 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 those regulations. The Contractor further agrees to permit the CDFA, 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.

Contractor Initials 

Date 10/10/2012

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, CDFA or 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 CDFA or 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 CDFA or State may owe to the Contractor any damages the CDFA or 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 which has been received from the CDFA or purchased with funds provided for that purpose under this Agreement, shall be the property of the CDFA, and shall be returned to the CDFA 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 CDFA or 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 CDFA or 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 CDFA. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State and CDFA.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the CDFA and 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 CDFA or 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 CDFA and the State, which immunity is hereby reserved to the CDFA and 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 100% 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

Contractor Initials

Date 10/19/2012

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 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 CDFA or 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 CDFA or 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 CDFA or 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.

EXHIBIT A
GRANT ACTIVITIES

1. PROJECT DESCRIPTION AND PURPOSE.

- 1.1 This project shall consist of the awarding of \$140,000 in Community Development Block Grant (CDBG) funds to the Town of Plymouth ("Grantee"), of which \$120,000 is to be subgranted to the Grafton County Economic Development Council ("Subrecipient"). Subgranted funds will be used by the Subrecipient to fit up space at its Enterprise Center at Plymouth for lease to a business, Narrative1 Software, LLC ("Business").

The Grantee will retain \$20,000 of the grant for administrative costs associated with management of the grant.

- 1.2 Consistent with the National Objectives of the Community Development Block Grant Program under Title I of the Housing and Community Development Act of 1974, as amended, the Parties agree that the Business will create at least seven (7) new full-time jobs. At least five (5), or 71%, of said jobs will be available to low or moderate-income persons, as that term is defined in Cdfa 302.33 of the State's Administrative Rules.

1.2.1 The seven job types are as follows: Sales/Account Manager, Technical Support, Software Developer and Code and an Intern Position.

1.2.2 The benefits plan being offered by the Business include: Group Health Insurance: 50% of a single member premium paid for by Narrative1 Software. Employee can buy the family plan at the discounted group rate. Group vision insurance is included in the group health insurance. Extent of Medical Insurance Coverage: 50% of a single member premium paid for by Narrative1 Software. Employee can buy the family plan at the group rate. Paid Vacation Leave: 1 week paid vacation time after 1 year. Paid Holidays: 8 ¼ in addition to this employees biweekly have a paid hour for lunch (26 hours per year), thus considered as 3.25 of additional holiday time. Tuition assistance: 50% of tuition for courses leading to an Associate's degree will be paid, with supervisor's approval. Bereavement leave: 3 days for immediate family members. Other Employee Benefits: Monthly bonus can be earned according to performance, telecommuting is allowed, one flex day and on a biweekly basis the company buys lunch for the staff.

2. GRANT ADMINISTRATION.

2.1 Grantee shall perform all activities as necessary to administer the CDBG funds in accordance with the provisions of this Agreement, and particularly the federal requirements referenced herein:

2.2 Grantee has agreed to an Implementation Schedule, which will provide for the completion of all grant activities, prior to the Grant Completion Date. All work shall be completed prior to the Grant Completion Date as set forth in the General Provisions. All employment commitments shall be accomplished by that date.

2.3 Grantee shall be permitted to request up to \$20,000 of CDBG funds for reimbursement of administrative Project Costs. In no event shall administrative costs reimbursable with Grant funds exceed fifteen percent (15%) of the total Grant Funds. Administrative costs shall be limited to the allowable costs as specified in OMB Circular A-87, "Principles for Determining Costs applicable to Grants and Contracts with the State, Local and Federally Recognized Indian Tribal Governments," as the same may be amended from time to time. Such costs include but are not limited to: preparation of environmental review, recordkeeping, reporting, audits and oversight of Project construction and compliance with all federal, state and local laws, rules and regulations.

2.4 Grantee shall enforce the terms and conditions of its Subrecipient Agreement, and shall cause Subrecipient to enforce the terms and conditions of the Lease Agreement, as provided herein. Grantee shall promptly notify Subrecipient or Business in writing in the event of a default under the Subrecipient Agreement and shall aggressively pursue its remedies under said agreements for the benefit of the State.

2.5 Grantee shall send, at a minimum, its grant administrator, or a designated representative who is a full-time permanent employee involved in the administration of this Grant, to the next CDBG Grant Administration Workshop to be offered by the Community Development Finance Authority.

2.6 Grantee shall submit to the CDFA all required reports as specified in this Agreement and shall monitor and enforce the reporting requirements of the Subrecipient or Business as provided in this agreement or any Exhibits or attachments hereto.

2.7 Grantee shall provide such training as is necessary to the Subrecipient to secure satisfactory performance of its duties and responsibilities under the Subrecipient or Business & Employment Commitment Agreement.

2.8 Grantee shall enter into a Closeout Agreement with the Subrecipient and CDFA, as required by CDFA

2.9 Any construction undertaken in connection with the Project shall comply with all applicable state and local design, construction, building and safety codes.

3. FEDERAL COMPLIANCE

3.1 Grantee shall comply, and shall require any Subrecipient, contractor and subcontractor to comply, with the following federal and state laws and all applicable standards, rules, orders, or regulations issued pursuant thereto:

3.1.1 The Copeland "Anti-Kickback" Act, as amended (118 USC 874) as supplemented in Department of Labor regulations (41 CFR Chapter 60).

3.1.2 Nondiscrimination, Title VI of the Civil Rights Act of 1974 (PL 88- 362), as amended, (42 USC 2000d) the Fair Housing Act of 1968 (PL 90-284), Executive Orders 11063 and 12259, and the requirements imposed by the Regulations of the Department of Housing and Urban Development (24 CFR 107 and 24 CFR 570.496) issued pursuant to that Title.

3.1.3 Labor Standards, Davis-Bacon Act, as amended (40 USC 276a-276a-7), the Contract Work Hours and Safety Standards Act (40 USC 327-333).

3.1.4 The Flood Disaster Protection Act of 1973 (PL 93-234), as amended, regulations issued pursuant to that act, and Executive Order 11985.

3.1.5 Architectural Barriers Act (PL 90-480), 42 USC 4151, as amended, and the regulations issued or to be issued thereunder, including uniform accessibility standards (24 CFR 40) for public buildings with 15 or more residential units. RSA 275-C:10 and the New Hampshire Architectural Barrier Free Design Code (Han 100, et. seq.) also applies.

3.1.6 Rehabilitation Act of 1973, 29 USC 794, Sections 503 and 504, Executive Order 11914 and U.S. Department of Labor regulations issued pursuant thereto.

3.1.7 The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646), as amended, 15 CFR Part 916 including amendments thereto and regulations thereunder.

- 3.1.8 The National Environmental Policy Act of 1969 (PL 90-190); the National Historic Preservation Act of 1966 (80 Stat 916, 116 USC 470); and Executive Order No. 11593 of May 31, 1971, as specified in 24 CFR 68.
- 3.1.9 The Clean Air Act, as Amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 16, as amended from time to time.
- 3.1.10 RSA 364 and rules of the New Hampshire Human Rights Commission (HUM 100, et. seq.) on discrimination in employment, membership, accommodations, and housing.
- 3.1.11 The Age Discrimination Act of 1975 as amended (42 USC 6101, et. seq.) and implementing regulations.
- 3.1.12 The lead paint requirements (24 CFR 35) of The Lead-Based Paint Poisoning Prevention Act (42 USC 4821, et. seq.).
- 3.1.13 The NH State Energy Code (RSA 155-D).
- 3.1.14 The NH State Life Safety Code (RSA 155:1) and rules of the NH State Fire Marshall.
- 3.1.15 Citizen Participation Requirements. The 1987 amendments to the Housing and Community Development Act of 1974, stated in Section 508.
- 3.1.16 Affirmative Action Requirements. In furtherance of its covenant Grantee shall:
- (1) take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, creed, age, sex, or national origin; such action shall be taken in conjunction with any of the Grantee's acts in the capacity of an employer including, but not limited to: employment of individuals, upgrading, demotions or transfers, recruitment or recruitment advertising; layoffs or terminations; changes in rates of pay or other forms of compensation; selection for training, including apprenticeship, and participation in recreational and educational activities;
 - (2) post in conspicuous places available to employees and applicants, employment notices, to be provided by CDFA, setting forth the provisions of this non-discrimination clause; the Grantee will, in all solicitations or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, age, sex or national origin;
 - (3) keep all such information, records and reports as may be required by the rules, regulations or orders of the Secretary of Labor and furnish or submit the same at such times as may be required; the Grantee shall also permit CDFA, or the Secretary of Labor or any of their designated representatives to have access to any of the Grantee's books, records and accounts for the purpose of investigation to ascertain compliance with the aforesaid rules, regulations and orders and covenants and conditions herein contained;
 - (4) during the term of this agreement, shall not discriminate among participants under this agreement on the basis of race, color, religion, sex, handicap or national origin. For the purpose of this agreement, distinctions on the grounds of the following: denying a participant any service or benefit or availability of a facility; providing any service or benefit to a participant which is different, or is provided in a different manner or at a different time from that provided to other participants under this agreement; subjecting a participant to segregation or separate treatment in any matter related to his receipt of any service; restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether he satisfies any admission, enrollment quota, eligibility, membership,

or other requirement or condition which individuals must meet in order to be provided any service or benefit; the assignment of times or places for the provision of services on the basis of race, color, religion, sex, or national origin of the participants to be served.

3.1.17 Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u) as amended by the Housing and Community Development Act of 1974 (42 USC 5301). The contractor will ensure that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to lower income project area residents. Further, the contractor will, to the greatest extent feasible, utilize business concerns located in or substantially owned by residents of the project area, in the award of contracts and purchase of service and supplies.

3.1.18 Drug-Free Workplace Act of 1988 (42 USC. 701). In carrying out this agreement, the contractor agrees to comply with the requirements of the Drug-Free Workplace Act of 1988 (42 U.S.C. 701) and to certify that contractor will comply with drug-free workplace requirements in accordance with the Act and with HUD rules found at 24 CFR part 24, subpart F.

3.1.19 Federal Funding Accountability and Transparency Act (FFATA). As applicable to this grant, and for all subcontracts exceeding \$25,000, Grantee shall require that the Subgrantee or Subrecipient shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the Central Contractor Registration (CCR) database, and the Federal Funding Accountability and Transparency Act, including Appendix A to Part 26 of the Financial Assistance Use of Universal Identifier and Central Contractor Registration, 75 Fed. Reg. 55671 (Sept. 14, 2010)(to be codified at 2 CFR part 25) and Appendix A to Part 170 of the Requirements for Federal Funding Accountability and Transparency Act Implementation, 75 Fed. Reg. 55663 (Sept. 14, 2010)(to be codified at 2 CFR part 170). For additional information on FFATA reporting and the FSRS system, please visit the www.fsrs.gov website, which includes FFATA legislation, FAQs and OMB guidance on subaward and executive compensation reporting.

3.1.20 Women- and Minority-Owned Businesses (W/MBE). As applicable to this grant, Grantee and Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

4. SUBRECIPIENT AND BUSINESS AGREEMENTS.

4.1 Grantee shall enter into a Subrecipient Agreement and a Business & Employment Commitment Agreement with the Subrecipient and Business in a form satisfactory to CDFA and meeting the requirements of Attachment II, "Subrecipient Agreement, Minimum Terms and Conditions" and the requirements of Attachment III, "Business & Employment Commitment Agreement, Minimum Terms and Conditions", attached hereto and incorporated herein by reference.

4.2 The Subrecipient and the Business & Employment Commitment Agreement shall provide for the subgranting of \$120,000 in CDBG funds for the purposes described herein and consistent with the terms and conditions of this Agreement.

4.3 Grantee shall provide to CDFA for its review and approval a proposed Subrecipient and a Business & Employment Commitment Agreement prior to its execution. Prior to the disbursement of grant funds, but

not more than thirty (30) days following the Effective Date of this Agreement, Grantee shall provide to CDFA an executed copy of said Subrecipient and Business & Employment Commitment Agreement.

4.4 Grantee shall cause all applicable provisions of this Exhibit A to be inserted in all Subrecipient agreements, contracts and subcontracts for any work or project activities covered by this Agreement so that the provisions will be binding on each Subrecipient, contractor and subcontractor; provided, however, that the foregoing provisions shall not apply to contracts for standard commercial supplies or raw materials. Grantee shall take such action with respect to any Subrecipient agreement, contract or subcontract as the State, or, where applicable, the United States, may direct as a means of enforcing such provisions, including sanctions for noncompliance.

4.5 If the employment commitment of the grant has not been fully satisfied by the Business, the Grantee shall contact CDFA in writing to determine the best course of action in satisfying the job creation commitment.

5. PROJECT MATCHING FUNDS; ADDITIONAL FINANCING.

5.1 The Parties agree that the CDBG funds to be awarded pursuant to this Agreement shall be matched with non-CDBG funds in an amount of no less than \$450,000 in additional financing for the Grant Project.

The funding sources represent those as presented in the application, and as represented herein as Attachment I. If the funding sources become subject to change, substitute funding must be sufficient to satisfy the minimum match requirement cited for the project, and be acceptable to CDFA, whose approval will not be unreasonably withheld. The Grantee must ensure that the funding sources are documented and are made available.

5.2 Grant funds shall not be released or disbursed to Grantee unless and until the additional financing and matching requirements have been obtained and documented to CDFA's satisfaction.

6. GRANT PERFORMANCE; SECURITY.

6.1 Within sixty (60) days of execution of this agreement and prior to release of grant funds, the Subrecipient shall provide a Mortgage lien, on the Enterprise Center at Plymouth, 149 Main Street, Plymouth, NH, to the Grantee and on behalf of CDFA, which shall provide for a recovery of the CDBG funds invested in the Infrastructure Improvements at the project site, in the amount of \$120,000, in the event that the employment commitments, as provided herein, are not achieved.

As stated, the Mortgage Lien on the Enterprise Center at Plymouth site provides a secured guarantee of the performance of the job creation commitment by the Business. If the Grantee and the Subrecipient wish to propose an alternative form of collateral of similar value, the CDFA will consider its proposal and will accept it if it provides a similar level of security as the Mortgage.

The mortgage shall be submitted to CDFA for its' approval. Grantee shall submit to CDFA documentation of the mortgage recording.

6.2 Any CDBG funds returned to Grantee pursuant to enforcement of the Mortgage lien shall be returned to CDFA.

7. LEASE AGREEMENT.

7.1 Within sixty (60) days of execution of the Subrecipient Agreement and prior to approval by CDFA of release of funds, Grantee shall provide CDFA with a copy of the final executed Lease Agreement, for its approval. This Agreement shall provide for the tenancy of approximately 2,000 square feet in the Enterprise Center at Plymouth, 149 Main Street, Plymouth, NH, for the Business. Rent is projected for this tenant at a minimum of \$1,666.66, with lease at a minimum of three years.

7.2 The final executed Lease Agreement will need to be submitted prior to disbursement of funds. The lease payments must be sufficient to generate sufficient debt service coverage, satisfactory to the bank, as applicable.

8. ADDITIONAL GRANT REQUIREMENTS.

8.1 Grantee shall prepare and adopt a written Code of Ethics governing the performance of its employees engaged in the procurement of supplies, equipment, construction and services consistent with the requirements of 24 CFR 85.36(b)(3). The Code of Ethics shall be prepared in the form shown in the CDBG Implementation Guide, and shall be formally adopted prior to requesting Grant funds. The Grantee shall also comply with the conflict of Interest policy consistent with the requirements of 24 CFR 570.489(h) and approved by CDFA.

8.2 Grantee shall prepare and adopt a financial management plan, approved by CDFA, which describes Grantee's system for receiving and expending the grant funds including the internal controls, which shall ensure compliance with Section 10 of this Exhibit. The plan shall be formally adopted prior to requesting Grant funds.

8.3 Grantee shall submit to CDFA, documentation of employment and expenditures received from the Business at the time of Grant Agreement Effective Date, with each Semi-annual Report and on the Grant Completion Date. Employment information shall be provided on the "Periodic Progress Report", as found in the most current copy of the CDFA Grant Implementation Guide.

8.4 In the event Grantee fails to enforce the provisions of either the Subrecipient or Business & Employment Commitment Agreement or fails to cure any event of default under the Subrecipient or Business & Employment Commitment Agreement, Grantee shall, upon demand by CDFA, assign and convey all or part of its rights, title and interest, or delegate all or any of its obligations under the Subrecipient or Business & Employment Commitment Agreement to CDFA. Such assignment or delegation is to be effective only in the event of default in the Business' obligations to Grantee, under the terms and conditions of the Subrecipient or Business & Employment Commitment Agreement.

8.5 CDFA shall have the right to terminate all or part of its obligations under this Agreement in the event that any official, employee, architect, engineer, attorney or inspector of, or for Grantee, or any government official or representative becomes directly or indirectly interested financially in the acquisition of any materials or equipment, or in any construction of the Project, or in the furnishing of any service to, or in connection with the Project, or any benefit arising therefrom.

8.6 Excessive Force by Law Enforcement Agencies. Grantee certifies that it has adopted and enforces a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144.

8.7 Lobbying. Grantee certifies that:

8.7.1 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, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

8.7.2 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, the undersigned shall complete and submit Standard form - LLL, "Disclosure Form to Report Lobbying," in

accordance with its instructions.

8.7.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

8.8 Notice To Prospective Subcontractors Of Requirement For Certifications Of Nonsegregated Facilities. Certification of Nonsegregated Facilities as required by the May 9, 1967, Order of the Secretary of Labor (32 FR 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor. The Certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Prior to the award of any construction contract or subcontract exceeding \$10,000, which is not exempt from the provisions of the Equal Opportunity clause, Grantee shall require the prospective prime contractor and each prime contractor shall require each subcontractor to submit the following certification:

8.8.1 By the submission of this bid, the bidder, offer or, applicant or subcontractor certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control where segregated facilities are maintained.

8.8.2 He/she certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder, offer or, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise. He/she further agrees that (except where he/she has obtained identical certifications from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause: that he/she will retain such certifications in his/her files; and that he/she will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTE: The penalty for making false statements in offers is prescribed in 18 USC 1001.

8.9 Publicity and Signage.

8.9.1 Public Relations. The Grantee shall grant CDFA the right to use the Grantee's name, likeness, and logo in any public relations or publicity efforts. This shall include, but not be limited to, press releases, media interviews, website, publications, brochures, etc. CDFA's publicity efforts may also include details about Grantee's project, contract, or other publically available information.

8.9.2 Reciprocal Publicity. The Grantee also shall acknowledge CDFA appropriately in all organizational and public forums as to the support, financial and otherwise, that has been provided to the project. This recognition shall include, but not be limited to, print/electronic media, publications, interviews, brochures, website, etc.

8.8.3 Project Signage. For construction/renovation projects – CDFA logo must be included in signage at the job worksite. CDFA logo may not be any smaller than 50% of the size of the

largest logo displayed. This requirement can be waived if no other partner/entity requires worksite signage and creating signage solely for CDFA poses a hardship. Alternative – If none of these are applicable/feasible, an alternative display of the CDFA logo or public recognition agreeable to CDFA.

8.10 In the event Grantee fails to enforce the provisions of the Subrecipient Agreement or fails to cure an Event of a Default under the Subrecipient Agreement, Grantee shall, upon demand by CDFA, assign and convey all or any part of its rights, title and interest or delegate all or any of its obligations under the Subrecipient Agreement or the security instrument to CDFA, such assignment or delegation to be effective only in the event of a default in Subrecipient's obligation to Grantee under the terms of the Subrecipient Agreement or security agreement. In such event, Grantee agrees to pay and shall pay all reasonable costs and expenses incurred by CDFA in the enforcement of the Subrecipient or security agreement obligations or in curing any Event of Default thereunder.

9. CONSTRUCTION CONTRACTING, BIDS, BONDS, INSPECTION AND CERTIFICATION (FOR CONSTRUCTION PROJECTS ONLY)

9.1 Prior to execution of the construction contract or contracts, Grantee shall submit the proposed contract(s) for the Improvements to CDFA for its review and approval to determine compliance with all applicable federal and state requirements. CDFA approval shall not abrogate its rights to enforce any part of this Agreement or constitute a waiver of any provision of this Agreement.

9.2 Grantee shall require all contractors and subcontractors to comply with all applicable requirements of federal, state, and local laws and regulations.

9.3 Grantee or Subrecipient shall furnish and maintain competent technical supervision of the Project site throughout the construction of the Improvements to assure that the work conforms to the Plans, specifications, and schedules approved by CDFA for the Project.

9.4 Grantee shall provide CDFA reasonable notice of all preconstruction conferences to be scheduled in connection with the Grant Activities and afford CDFA the option of participating in such conferences.

9.5 Bid Guarantees: A bid guarantee from each bidder equivalent to five percent (5%) of the bid price shall apply to this contract and shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

9.6 Bonds Required: Grantee covenants that each of its officials or employees having custody of the Grant funds during acquisition, construction, development, and operation of Grant Activities shall be bonded at all times in accordance with RSA 41:6 and rules adopted thereunder by the Department of Revenue Administration.

9.7 Subcontracts, Bonds Required: When Grantee and/or Subrecipient awards a contract or subcontract exceeding \$100,000 in amount for the construction, alteration or repair of any public building or other public improvement or public work, including highways, the Grantee shall, or where applicable Subrecipient shall, as a minimum, require each contractor and subcontractor to carry payment and performance bonds for 100% of the value of the contract.

9.8 Upon completion in full of the Improvements, Grantee and/or Subrecipient shall promptly deliver to CDFA: (a) a written certificate of Grantee's or Subrecipient's Inspector, who shall be a licensed professional engineer, that the construction of the Project has been fully completed in a good and workmanlike manner and in accordance with the Plans, (b) a copy of the permanent certificate of occupancy or other such applicable certificates, licenses, consents and approvals issued by governmental authorities with respect to the Project.

9.9 All work under this Project shall be completed prior to Completion Date, as specified in Section 1.7 of the General Provisions.

10. GRANTEE FINANCIAL MANAGEMENT SYSTEM.

10.1 Except where inconsistent with federal requirements, state procedures and practices will apply to funds disbursed by CDFA, and local procedures and practices will apply to funds disbursed by units of local government.

10.2 Cash Advances: Cash advances to Grantee shall be approved only to the extent necessary to satisfy the actual, immediate cash requirements of Grantee in carrying out the purpose of the approved program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual disbursements by Grantee for direct program costs and the proportionate share of any allowable indirect costs. Cash advances made by Grantee to subrecipients shall conform to the same standards of timing and amount as apply to advances to Grantee including the furnishing of reports of cash disbursements and balances.

10.3 Fiscal Control: Grantee must establish fiscal control and fund accounting procedures which assure proper disbursement of, and accounting for, grant funds and any required non-federal expenditures. This responsibility applies to funds disbursed by subrecipients and contractors as well as to funds disbursed in direct operations of Grantee. Grantee shall be required to maintain a financial management system which complies with 24 CFR 85.20 or such equivalent system as CDFA may require. Requests for payment shall be made according to CDFA's CDBG Implementation Guide.

11. PROCUREMENT. Grantee and any Subrecipient procurement procedures shall be in accordance with state and local procurement practices and regulations, provided that procurements made with Grant Funds adhere, as a minimum, to the standards set forth in 24 CFR 85.36. Grantee shall not use debarred, suspended or ineligible contractors or subrecipients as provided in 24 CFR 570.489 (f).

12. REPORTS AND CLOSE OUT

12.1 Semi-Annual progress reports which identify the status of Grant Activities performed, the outlook for completion of the remaining Grant Activities prior to the Completion Date, and the changes, if any which need to be made in the Project or Grant Activities, shall be submitted by the 15th of the month following the end of every other quarter.

12.2 Financial reports, including a statement detailing all Grant or Project Costs (as hereinafter defined) which have been incurred since the prior request for reimbursement, shall be submitted with each request for reimbursement and with the Closeout Report. Financial Reports shall be submitted on forms provided by CDFA.

12.3 Within thirty (30) days after the Completion Date, a Closeout Report shall be submitted which summarizes the results of the Grant Activities, showing in particular how the Grant Activities have been performed. The Closeout Report shall be in the form required or specified by CDFA.

12.4 The Audited Financial Reports shall be prepared in accordance with the regulations (24 CFR Part 44) which implement OMB Circular A-133. The audited financial report shall be submitted within thirty (30) days of the completion of said report to CDFA.

12.5 Where the Grantee is not subject to the requirements of OMB Circular A-133, one of the following options will be chosen by CDFA:

12.5.1 Within ninety (90) days after the Completion or Termination Date an audited financial report shall be submitted to CDFA. Said audit shall be conducted utilizing the guidelines set forth in "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions" by the Comptroller General of the United States.

12.5.2 CDFA will conduct a financial Review-in-Lieu of Audit within ninety (90) days after the Completion Date of the Project.

12.6 Where the length of the grant period exceeds twenty-four (24) months, there shall be an interim audit performed and submitted.

13 RECORDS AND ACCOUNTS: ACCESS

13.2 During the performance of the Project Activities and for a period of three (3) years after the Completion Date or the date of the final audit approval by CDFA, whichever is later, the Grantee shall keep, and shall require any Subrecipient to keep, the following records and accounts:

13.2.1 Records of Direct Work: Detailed records of all direct work performed by its personnel under this Agreement.

13.2.2 Fiscal Records: Books, records, documents and other statistical data evidencing, and permitting a determination to be made by CDFA of all Project Costs and other expenses incurred by the Grantee and all income received or collected by the Grantee, during the performance of the Project Activities. The said records shall be maintained in accordance with accounting procedures and practices acceptable to CDFA, and which sufficiently and properly reflect all such costs and expenses, and shall include, without limitation, all ledgers, books, audits, records and original evidence of costs such as purchase requisitions and orders, invoices, vouchers, bills, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls and other records requested or required by CDFA.

13.2.3 Contractor and Subcontractor Records: The Grantee shall, and where applicable, Subrecipient shall, establish, maintain and preserve, and require each of its contractors and subcontractors to establish, maintain and preserve property management, project performance, financial management and reporting documents and systems, and such other books, records, and other data pertinent to the project as the CDFA may require. Such records shall be retained for a period of three (3) years following completion of the project and receipt of final payment by the Grantee, or until an audit is completed and all questions arising therefrom are resolved, whichever is later.

14. TERMINATION; REMEDIES

14.1 Inability to Perform; Termination by Grantee. As a result of causes beyond its control, and notwithstanding the exercise of good faith and diligence in the performance of its obligations hereunder, if it shall become necessary for Grantee to terminate this Agreement, Grantee shall give CDFA fifteen (15) days advance written notice of such termination, in which event the Agreement shall terminate at the expiration of said fifteen (15) days.

14.2 Termination Without Default. In the event of termination without default and upon receipt, acceptance and approval by CDFA of the Termination Report, as referenced in the General Provisions, Grantee shall receive payment for all Project Costs incurred in the performance of Grant Activities completed up to and including the date of termination and for which payment had not previously been made including, but not limited to, all reasonable expenses incurred in the preparation of the Termination Report; provided, however, that in the event that any payments have been made hereunder in excess of Project Costs incurred up to and including the date of termination of the Agreement, CDFA shall offset any payments to be made hereunder against such payments, and if applicable, Grantee shall refund to CDFA the amount of any excess funds it retains after such offset.

14.3 Termination for Default. In the event of termination for default or other violation of Program requirements, CDFA shall, upon receipt, acceptance and approval of the Termination Report submitted by Grantee, pay Grantee for Project Costs incurred up to and including the date of termination (subject to off-set against funds paid to Grantee hereunder and to the refund of any excess funds); provided, however, that in such event the amount of such payment shall be determined solely by CDFA; and provided, further, that in no event shall the making of any such payments relieve Grantee of any liability for damages sustained or incurred by CDFA as a result of Grantee's breach of its obligations hereunder, or relieve Grantee of responsibility to seek return of Grant Funds from any Subrecipient or Beneficiary

where applicable.

14.4 Limitation on Grantee Liability for Subgranted Funds. Notwithstanding anything in this Agreement to the contrary and absent the presence of fraud or negligence on the part of Grantee in enforcing its rights and obligations under the terms of any subrecipient agreement, the sole obligation of Grantee with respect to the return of Grant Funds, in the event of default on a grant condition or other termination of the Project or event requiring return of Grant Funds, shall be to make a good faith effort to return to the State of New Hampshire all grant funds paid to Subrecipient through Grantee. Grantee shall make good faith efforts to enforce the legal obligations entered into with the Subrecipient as provided herein, to call upon the collateral held by itself or others, and exercise due diligence in its efforts in bringing about the satisfaction of the grant obligations and, having done so, it shall not be required to look to any other funds or its tax base to recoup grant funds not recovered from the Subrecipient.

14.5 Assignment to CDFA and Payment of Expenses and Costs. Grantee hereby agrees that, in the event it fails to enforce the provisions of any Subrecipient Agreement or fails to cure an Event of Default resulting in termination of this Agreement or the Project, Grantee shall, upon demand by CDFA, assign and convey to CDFA all or any of its rights, title and interest, or delegate to CDFA all or any of its obligations under the Subrecipient Agreement and any Mortgage, Promissory Note, Security Agreement or other agreement as applicable. Such delegation or assignment shall be effective only in the event of a default by Subrecipient or Beneficiary in its or their obligations under the Subrecipient Agreement or other agreement. In the event that CDFA assumes any of the obligations of Grantee as provided herein, Grantee shall pay all costs and expenses incurred by CDFA in the enforcement of the Subrecipient Agreement, collection upon any loan, mortgage or other security, or in curing any Event of Default.

14.6 Where the Grant Agreement or Subrecipient Agreement is terminated or the Project is otherwise terminated due to a default, inability to perform, or reason other than project completion and Grant Funds are required to be returned by Grantee, the disposition of Grant Funds to be returned shall be determined solely by CDFA.

EXHIBIT B

PROJECT COSTS; METHOD AND TERMS OF PAYMENT

1. PROJECT COSTS; PAYMENT SCHEDULE; REVIEW BY CDFA.

1.1 **Project Costs:** As used in this Agreement, the term "Project Costs" shall mean all reimbursable costs incurred in performance of the Grant activities. "Administrative Project Costs" shall mean all expenses directly or indirectly incurred by Grantee in the performance of the Project Activities, as determined by CDFA to be eligible and allowable for payment in accordance with allowable administrative project cost standards set forth in OMB Circular A-87 as revised from time to time, and with the rules, regulations and guidelines established by CDFA. Administrative project costs include but are not limited to: preparation of environmental review, record keeping, reporting, audits and oversight of Project construction and compliance with all federal, state and local laws, rules and regulations and this contract. In no event shall Administrative Project Costs exceed fifteen (15) percent of the total Grant funds allowed. With respect to a non-profit subrecipient, such subrecipient shall meet the requirements of OMB Circular A-122.

1.2 **Delivery Costs:** As used in this Agreement, the term "Delivery Costs" shall mean all reimbursable costs incurred by a Subrecipient, as set forth in Attachment I, "Sources and Uses" in connection with a regional revolving loan fund that are directly related to the preparation and execution of loan documents and to the monitoring and administration of the loan provisions, and which are allowable by the New Hampshire Community Development Block Grant program rules.

1.3 **Payment of Project Costs:** Subject to the terms and conditions of this agreement, CDFA agrees to pay Grantee all Project Costs, provided, however, that in no event shall the total of all payments made by CDFA pursuant to this Agreement exceed the Grant Amount as set out in Paragraph 1.8 of the General Provisions, and provided further that all Project Costs shall have been incurred prior to the Completion Date, except for reasonable approved Project Costs incurred within 90 days after the Completion Date and in connection with closeout requirements as provided in Cdfa Administrative Rule Pln 311.01(c)(4).

1.4 **Review by CDFA; Disallowance of Costs:** At any time during the performance of the Project Activities, and upon receipt of the Progress Reports, Closeout Report or Audited Financial Report, CDFA may review all Project Costs incurred by Grantee or any Subrecipient and all payments made to date. Upon such review, CDFA shall disallow any items of expense which are not determined to be allowable or are determined to be in excess of actual expenditures, and shall, by written notice specifying the disallowed expenditures, inform Grantee of any such disallowance. If CDFA disallows costs for which payment has not yet been made, it shall refuse to pay such costs. If payment has been made with respect to costs which are subsequently disallowed, CDFA may deduct the amount of disallowed costs from any future payments under this Agreement or require that Grantee refund to CDFA the amount of the disallowed costs.

2. METHOD AND TERMS OF REIMBURSEMENT FOR PROJECT COSTS.

2.1 CDFA shall not disburse any funds for the purposes of this Project until such time as all agreements specified in Exhibit A and any other agreements or documents specified pursuant to this Agreement are fully executed and received, and where applicable, are reviewed and approved in writing by CDFA. Agreements and documents may include:

2.1.1 A Subrecipient and Business & Employment Commitment Agreement, as applicable;

2.1.2 Documentation of other committed match funds or additional financing necessary as defined in Attachment I, "Sources and Uses", no earlier than date of application, as approved by CDFA, or date of Governor and Council approval;

2.1.3 Copies of required certificates of insurance from all parties to this agreement;

2.1.4 Certified payrolls documenting employment and positions in all U.S. operations and facilities no earlier than (a) the date of application, as approved by CDFA, or (b) the date of Governor and Council approval;

2.1.5 Any lease and loan documents, mortgages, liens, security instruments, municipal bonds, and similar agreements used in connection with the enforcement of beneficiary requirements, as well as any other related documents as requested by CDFA.

2.2 Timing of Payments. Upon thirty (30) days of the receipt, review, and approval by CDFA of financial reports and requests for reimbursement from Grantee specifying all Project Costs incurred, CDFA agrees to reimburse Grantee for Project Costs, except that reimbursement may be withheld until CDFA determines that a particular project activity or portion of the project activity hereunder has been satisfactorily completed.

2.3 Disbursement of funds by CDFA does not constitute acceptance of any item as an eligible Project Cost until all Project Costs have been audited and determined to be allowable costs.

3. REQUIRED DOCUMENTATION FOR DISBURSEMENT OF GRANT FUNDS.

3.1 Reimbursement requests for all Project Costs, including Administrative Project Costs, Delivery Costs and Subrecipient costs, shall be accompanied by proper supporting documentation in the amount of each requested disbursement along with a payment request form as supplied by CDFA, which shall be completed and signed by Grantee. Documentation may include invoices and receipts for supplies, equipment, services, contractual services and, where applicable, a report of salaries paid or to be paid.

4. LIMITATIONS ON USE OF FUNDS.

4.1 Grant funds are to be used in a manner consistent with the State of New Hampshire Community Development Block Grant Program as approved by the U.S. Department of Housing and Urban Development.

4.2 Grant funds are to be used only in accordance with procedures, requirements and principles specified in 24 CFR 85.

4.3 Grant funds may not, without advance written approval by CDFA, be obligated prior to the Effective Date or subsequent to the Completion Date of the grant period. Obligations outstanding as of the Completion Date shall be liquidated within ninety (90) days. Such obligations must be related to goods or services provided during the grant period, except that reasonable costs associated solely with grant closeout, (e.g., audits, final reports) may be incurred within ninety (90) days after the Completion Date. The funding assistance authorized hereunder shall not be obligated or utilized for any activities requiring a release of funds under the Environmental Review Procedure for the Community Development Block Grant Program at 24 CFR Part 58, until such release is issued in writing by CDFA.

4.4 Changes in Funding Project Activities: Grantee may submit a written request for the authority to transfer up to ten (10) percent of the full value of the grant from one approved activity to another listed in Exhibit A herein or from an approved activity within the approved project area to an approved activity located outside the project area and the Director of CDFA may approve the requested transfer.

4.5 Transfers over ten percent of the full value of the grant from one approved activity to other approved activities or outside the target area, or the addition of one or more new activities requires an amendment to this grant agreement. Grantee shall hold a public hearing in accordance with RSA 4: C: 14 II(b) submitting a request for an amendment involving twenty-five (25) percent or more of the full value of the grant.

4.6 Up to \$20,000 of Grant Funds may be applied by the Grantee for administrative costs in carrying out the requirements of this Agreement.

- 4.7 Up to \$120,000 of grant funds may be subgranted to Subrecipient for the purpose of Commercial/Industrial: Building Acquisition, Construction or Rehabilitation, pursuant to the requirements of this Agreement.
5. PERFORMANCE OF SERVICES BY GRANTEE PRIOR TO EFFECTIVE DATE; PAYMENT BY CDFA.
Any Grant Activities performed by Grantee with non-CDBG funds prior to the Effective Date shall be performed at the sole risk of Grantee, and in the event that this Agreement shall not become effective, CDFA shall be under no obligation to pay Grantee for any costs incurred in connection with any Grant Activities, or to otherwise pay for any Activities performed during such period.
6. PROGRAM INCOME – AS APPLICABLE TO PROJECT TYPE.
- 6.1 Program Income: All program income earned during the term of this Agreement shall be retained by Grantee or, in projects involving the administration of a revolving loan fund by the Subrecipient.
- 6.2 When Used For Project Activities: When program income becomes available, Grantee and, where applicable, Subrecipient shall use it for Grant Activities contained in the Project Description before drawing down additional funds unless the program income is deposited in a revolving loan account with prior approval by CDFA.
- 6.3 When Used For Eligible Activities: After completion of the Grant Activities specified in this Agreement, Grantee and, where applicable, Subrecipient shall use program income only for eligible activities which benefit primarily people from low and moderate income families, with prior approval by CDFA as specified in the Closeout Agreement between CDFA and Grantee and, where applicable, Subrecipient.

ATTACHMENT I:

SOURCES AND USES BUDGET

Community Development Block Grant Program

Sources	CDBG Grant	Tax Credits	Northern Borders Regional Comm.	EDA	
Uses					Total Uses \$
Machinery/Equipment	\$5,000				\$5,000
Construction	\$114,000	\$560,000	\$225,000	\$537,825	\$1,436,825
Soft Costs				\$72,178	\$72,178
Contingency - Reserves				\$158,250	\$158,250
Professional Fees	\$1,000			\$10,000	\$11,000
Construction Financing				\$4,997	\$4,997
CDBG Administration	20,000				\$20,000
Total Sources \$	\$140,000	\$560,000	\$225,000	\$781,250	\$1,706,250

ATTACHMENT II

SUBRECIPIENT AGREEMENT MINIMUM TERMS AND CONDITIONS

Town of Plymouth ("Grantee") hereby warrants and agrees that the Subrecipient Agreement with Grafton County Economic Development Council (GCEDC) ("Subrecipient") to be executed in conformance with the requirements of Exhibit A of the Grant Agreement shall be subject to approval by CDFR. The Subrecipient Agreement shall incorporate the entire Grant Agreement and shall include it as an attachment, and shall contain at a minimum the following terms and conditions:

1. REPRESENTATION AND WARRANTIES. GCEDC ("Subrecipient") shall represent and warrant:

1.1 Subrecipient is a duly organized and validly existing New Hampshire nonprofit corporation in good standing under the laws of this State. Subrecipient has the power and authority to undertake the grant activities as provided in the Grant Agreement. Subrecipient has the power and authority to own its properties, to conduct business as it is now being conducted, has the power to execute and deliver and perform its obligation under the Subrecipient Agreement and all other documents as applicable to this grant agreement.

1.2 The Subrecipient Agreement is the legal, valid and binding obligation of Subrecipient enforceable against Subrecipient, in accordance with each document's respective terms.

1.3 Subrecipient has complied in all material respects with all applicable federal, state and local laws, statutes, rules and regulations pertaining to the grant activities.

1.4 No application, exhibit, schedule, report or other written information provided by Subrecipient or its agents in connection with the grant application knowingly contained, when made, any material misstatement of fact or knowingly omitted to state any material fact necessary to make the statements contained therein not misleading, in light of the circumstances under which they were made.

2. PROJECT DESCRIPTION AND SUBGRANT ACTIVITIES.

2.1 Project Description.

This project shall consist of the awarding of \$140,000 in Community Development Block Grant (CDBG) funds to the Grantee to support the fit up of office space at its Enterprise Center at Plymouth to be leased to Narrative1 Software, LLC. The Subrecipient shall enter a Lease agreement with Narrative1 Software, LLC ("Business") to create seven (7) new full time jobs

2.2 Employment Benefits to Persons from Low and Moderate Income Households.

The general purpose of the project is to principally benefit Low and Moderate Income Persons as that term is defined in the Grant Agreement: "those households whose income falls at or below the "low income" level as referenced in Appendix 2 of Chapter 300 Cdfa CDBG Rules, and as determined by the U. S. Department of Housing and Urban Development (HUD) for the State of New Hampshire. Appendix 2 contains HUD's "low and moderate income levels" for its various programs and is updated on an annual basis. The most current published version may be found at www.nhcdfr.org.

2.2.1 Job Creation Requirements The Grantee and Subrecipient agree that the primary purpose of the Project is the creation of at least seven (7) new full time jobs. At least five (5) of said jobs shall be available to persons from low and moderate income households, using the income limits as described in Section 2.2, and as provided in Attachment V, "Family Income Verification Form".

Subrecipient agrees to require the Business to maintain and provide documentation that it has complied with the income limits requirement using Income Verification Forms provided by the

Grantee.

2.2.2 Business & Employment Commitment Agreement. The Grantee is required by CDFA to enter an employment commitment agreement with the Business, in the form of a Business & Employment Commitment Agreement, to ensure that said jobs will be filled by persons of Low and Moderate Income.

The Business & Employment Commitment Agreement allows the Grantee to collect CDBG funds for reimbursement directly from the employer, if the Subrecipient is unable to do so for reasons beyond its control.

2.3 Grant of Funds/Matching Funds

Subrecipient shall use the Grant funds subgranted to it solely for the purposes described herein and consistent with the required terms and conditions of the Grant Agreement and Subrecipient Agreement.

2.3.1 Subrecipient shall be subgranted a total of \$120,000 of the CDBG funds, in order to complete fit up of the leased space for the Business.

2.3.2 The Grantee shall retain \$20,000 of the grant for administrative costs associated with management of the Grant.

2.3.3 The required match for the CDBG funds will be not less than \$450,000 for the costs associated with the project purpose.

3. SUBRECIPIENT REQUIREMENTS.

3.1 Lease Agreement.

Subrecipient shall enter into a Lease Agreement with the Business in order to satisfy employment commitments for the Project Activities, as stated in the "Business & Employment Commitment Agreement", as Attachment III. The Lease Agreement to be entered into shall cover the Project located at 149 Main Street, Plymouth, NH. The building shall remain under the ownership of the Subrecipient, under lease to the Business.

The "Required Lease Agreement", included as Attachment IV, shall contain, at a minimum, the following terms and conditions as specified herein:

3.1.1 Terms of Lease. The primary tenant of the building shall be Narrative1 Software, LLC. The Business shall occupy approximately 2,000 square foot, at a monthly rent projected at \$1,666.66, over a period of three (3) years.

The fully executed Lease Agreement approved by and submitted to CDFA is a condition of release of grant funds.

3.1.2 Performance Requirements. The Business shall satisfy employment commitments, for the creation of at least seven (7) full time jobs, of which five (5) shall be available to low and moderate income persons, as stated in Attachment III, "Business & Employment Commitment Agreement."

3.1.3 Security. Subrecipient shall provide a mortgage on the property located at the Enterprise Center at Plymouth, 149 Main Street, Plymouth, NH, for the Grantee and on behalf of CDFA, which shall provide for a recovery of the \$120,000 in CDBG funds invested in the Project property, in the event that the employment commitments as provided herein are not achieved.

3.2 Use of Rent and Sale Proceeds by Subrecipient. The long-term benefit of the project for low and

moderate-income persons is achieved by the capitalization of Subrecipient's CDBG Revolving Loan Fund. Proceeds from any future sale of the property shall be deposited in the CDBG Revolving Loan Fund, operated by the Subrecipient, and designated for the use of the Subrecipient's lending activities. Subsequent uses of the funds shall be for activities eligible under the Housing and Community Development Act of 1974, as amended that demonstrate a financial need and primarily benefit people from low and moderate-income families.

3.2.1 Payments of rents on the leases must be used for support of debt service on the project property loan, and for operating expenses related to the project property.

3.2.2 Any surplus proceeds, after debt service and operating costs, may be used for administrative activities of Subrecipient.

3.3 Duty to Enforce. Subrecipient has a duty to enforce the terms of the Lease Agreement, including seeking reimbursement of the CDBG funds if the Business fails to meet its employment commitments or is otherwise in default of the Lease Agreement.

3.4 Assignment of Lease Agreement to Grantee. Subrecipient agrees that, if it is unable to enforce the terms of its Lease Agreement for reasons that are beyond its control, it will assign all of its rights under the Lease Agreement to the Grantee.

3.5 Compliance with Laws. Subrecipient shall comply with all applicable federal, state, and local laws, statutes, executive orders and rules as they relate to the application, acceptance and use of funds for this project, including, but not limited to, the requirements as specified in the Grant Agreement.

3.6 Disbursement of Grant Funds. Upon compliance with, and subject to the provisions of this Agreement and provided there shall exist no Event of Default under this Agreement, the Grant Agreement or any other agreements, in connection with the Project, and no condition or event which, with the giving of notice or lapse of time would constitute such an Event of Default, the Grantee shall, upon submittal of written requests for payment accompanied by invoices and other documentation or supporting documents as required by the Grantee, make disbursements of grant funds. Disbursement of grant funds shall be in accordance with the terms of the Grant Agreement, including Exhibit B.

Disbursement of funds by the Grantee does not constitute acceptance by the Grantee or CDFA of any item as an eligible Project cost until all Project costs have been audited and determined to be allowable costs.

Upon the expiration of the Grant Agreement, or other termination of the project, Subrecipient shall transfer to the Grantee any Grant funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds.

4. SCHEDULE

4.1 Implementation Schedule. The Grantee, Subrecipient, and the Business have agreed to an Implementation Schedule, which will provide for the completion of all grant activities, prior to the Grant Completion Date. A schedule of major milestones shall be provided within the Subrecipient Agreement, and shall serve as a basis for enforcement of the Agreement.

4.2 Grant Completion Date. All work shall be completed prior to the Grant Completion Date as set forth in Section 1.7 of the General Provisions. All employment commitments shall be accomplished by that date. This date may be extended only with the permission of the Grantee, CDFA, and the Governor and Council.

5. INSURANCE AND TAXES

5.1 Subrecipient's Liability Insurance. Subrecipient shall, at its sole expense, obtain and maintain in

force insurance in such amounts and covering such risks as are customary for entities engaged in the same or similar business to include, where applicable, comprehensive general liability covering any property development/construction activities and landlord insurance. At a minimum, this shall include insurance against all claims of bodily injury or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident.

All policies shall name the Grantee, and CDFA as additional insureds. Subrecipient shall provide the Grantee with certificates of insurance satisfactory to the Grantee, which evidences compliance with this Section.

5.2 Business' Insurance Requirements. Subrecipient shall ensure that the Business obtains and maintains in force comprehensive general liability insurance against all claims of bodily injury or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident. This insurance shall be at Business' sole expense.

If applicable, Subrecipient shall also require that the Business, at its sole expense, obtain and maintain in force fire and extended coverage insurance covering all real property or assets purchased with Grant funds in an amount not less than 100% of the whole replacement value of the property.

All policies shall name the Grantee, Subrecipient, and CDFA as additional insureds. Subrecipient shall provide the Grantee with certificates of insurance satisfactory to the Grantee, which evidences compliance with this Section. Subrecipient shall require that the Business provide the Grantee with certificates of insurance satisfactory to the Grantee, which evidences compliance with this Section.

5.3 Insurance Standards. The policies described in this section shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. All policies shall be on an "occurrence" basis. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than thirty (30) days after written notice thereof has been received by the Grantee and CDFA.

5.4 Taxes. If applicable, Subrecipient shall require that the Business pay all taxes, assessments, charges, fines and impositions attributable to the Property, which is the responsibility of the Business. Any alternative arrangements will require the approval of CDFA, which will not be unreasonably withheld.

6. REPORTING REQUIREMENTS; PERIODIC AND CLOSEOUT AGREEMENT

6.1 Business & Employment Commitment Agreement Reporting to Grantee. The Business, in compliance with the Business & Employment Commitment Agreement, is required to submit job applicant and job creation information to the Grantee, with the assistance of the Subrecipient, as necessary.

6.2 Closeout Agreement. Subrecipient shall enter into a Closeout Agreement with the Grantee and CDFA, which shall specify the reporting and other requirements applicable to the closing out of this Project.

6.3 Subrecipient Financial Reporting. Subrecipient shall submit to the Grantee and to CDFA its annual audited financial statements, within 90 days of its fiscal year end.

6.4 Subrecipient shall provide CDFA with a financial report, describing the operating revenues and expenses for the Project Property.

7. ACCOUNTING, AUDIT, AND RECORD KEEPING REQUIREMENTS

7.1 Accounting Records. Subrecipient shall keep all Project-related accounts and records, which fully disclose the amount and disposition by Subrecipient of the grant funds, the total cost of the Project, and the amount and nature of any portion of the Project cost supplied by other sources, and such other financial records pertinent to the Project. Accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984. Records to be

maintained shall include Project fiscal records consisting of all books, documents, ledgers, systems and expenses incurred, including, but not limited to, purchase, requisitions, orders, invoices, vouchers, bills and receipts, inventories, and all lien documents.

7.2 Time Period. All of the records, documents, and data described above and all income verification information shall be kept during the performance of the project, and for three (3) years after its completion or until the satisfactory completion of an audit, whichever is later.

7.3 Availability of Records. Subrecipient shall make available to the Grantee, CDFA, and HUD or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of Subrecipient pertinent to this Agreement.

8. INDEMNIFICATION

Subrecipient shall defend, indemnify and hold harmless the Grantee, the State of New Hampshire, and the CDFA, their officers and employees, from and against any and all losses suffered by the Grantee, the State, or CDFA, their officers or employees, and any and all claims, liabilities or penalties asserted against the Grantee, the State or CDFA, their officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of or claimed to Subrecipient out of the acts or omissions of Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State or the Grantee, which immunity is hereby reserved to the State and the Grantee. This covenant shall survive the termination or expiration of this Agreement.

9. MAINTENANCE OF CORPORATE EXISTENCE

9.1 Corporate Existence. Subrecipient shall both preserve and maintain the legal existence and good standing of its nonprofit corporation status and its registration in New Hampshire as required to do business.

10. EVENTS OF DEFAULT

The occurrence of any of the following events shall constitute an Event of Default under this Agreement:

- (a) Any Event of Default under the Grant Agreement, and related documents including, but not limited to, the failure of the Business to accomplish the required job creation and benefit to low and moderate income persons;
- (b) Failure of Subrecipient to complete the Project satisfactorily in accordance with the approved Plans or on schedule or failure to submit any report, documentation or other instrument under this Agreement;
- (c) Subrecipient attempts to assign its rights under this Agreement or any advance made or to be made hereunder or any interest therein, or if the Property or any portion thereof is conveyed or encumbered in any way without the prior written consent of the Grantee;
- (d) Any survey, report or examination discloses that the Project or Property or any portion thereof encroaches upon or projects over a street or upon or over adjoining property or violates any setback or other restriction, however created, or any zoning regulations or any building restriction of any governmental authority having jurisdiction with respect to the Property;
- (e) The Property or Project are materially damaged or destroyed by fire or other casualty or cause and the insurance proceeds therefrom are inadequate to rebuild or restore the Project or Property to their condition immediately prior to such casualty;
- (f) Any representation or warranty made herein or in any report, certification, or other instrument furnished in connection with this Agreement or any advances of Grant funds made hereunder, by

or in behalf of Subrecipient, shall prove to be false or misleading in any material respect;

- (g) Any mechanics', laborers', materialmen's or similar statutory liens, or any notice thereof, shall be filed against the Property and/or the Project and shall not be discharged within thirty (30) days of such filing;
- (h) Subrecipient shall default in the due observance or performance of any covenant, condition, assurance or agreement to be observed or performed by Subrecipient under this Agreement;
- (i) Any cessation occurs at any time in construction of the Project for more than one (1) week except for causes beyond the control of Subrecipient, or if any substantial change is made in the schedule for the construction or in the approved Plans without the prior approval of the Grantee and CDFA;
- (j) Subrecipient shall (i) apply for or consent to the appointment of a receiver, trustee, or liquidator of it or any of its property, (ii) admit in writing its inability to pay its debts as they mature, (iii) make a general assignment for the benefit of creditors, (iv) be adjudicated as bankrupt or insolvent or (v) file a voluntary petition in bankruptcy, or a petition or answer seeking reorganization or an arrangement with creditors or to take advantage of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law or statute, or an answer admitting the material allegations of a petition filed against it in any proceeding under any such law;
- (k) A petition, order, judgment, or decree shall be entered, without the application, approval or consent of Subrecipient by any court of competent jurisdiction, approving a petition seeking reorganization or approving the appointment of a receiver, trustee or liquidator of Subrecipient of all or a substantial part of its assets, and such order judgment or decree shall continue unstayd and in effect for any period of thirty (30) days;
- (l) The dissolution, termination of existence, merger or consolidation of Subrecipient or a sale of assets of Subrecipient out of the ordinary course of business without the prior written consent of the Grantee and CDFA; and
- (m) Failure to remedy an ineligible expenditure of grant funds or to reimburse the Grantee for any ineligible costs, which are paid from grant funds.

11. GRANTEE'S RIGHTS AND REMEDIES UPON DEFAULT.

11.1 Remedies upon Default. Upon the occurrence of any Event of Default, the Grantee may take any one, or more, or all, of the actions described below. Prior to taking any of the following actions, the Grantee will give Subrecipient a written notice of default specifying the Event of Default and requiring it to be remedied within thirty (30) days from the date of notice. The following actions may be taken only if Subrecipient has not remedied the Event of Default in a timely manner.

- (a) In the event Grantee fails to enforce the provisions of either the Subrecipient or Business & Employment Commitment Agreement or fails to cure any event of default under the Subrecipient or Business & Employment Commitment Agreement, Grantee shall, upon demand by CDFA, assign and convey all or part of its rights, title and interest, or delegate all or any of its obligations under the Subrecipient or Business & Employment Commitment Agreement to CDFA.
- (b) Terminate this Agreement, effective immediately upon giving notice of termination;
- (c) Suspend all payment of grant funds to be made pursuant to this Agreement until such time as the Grantee determines the Event of Default has been cured;
- (d) Set off against any other obligations the Grantee may owe to Subrecipient for any damages the Grantee may suffer by reason of any Event of Default;

- (e) Treat the Agreement as breached and pursue any of its remedies at law or in equity or both;
- (f) Foreclose under any available security instrument created under this agreement;
- (g) Assume the right to seek full reimbursement of CDBG funds and the right to call on any collateral securitized as a result of project activities with the Subrecipient.

11.2 Judicial Enforcement. Subrecipient agrees that the Grantee and CDFA have a right to seek judicial enforcement with regard to any matter arising with respect to this Agreement, to include the assurances, covenants and other conditions, which extend beyond the completion date under this Agreement.

11.3 Disposition of Funds. Where the Grant Agreement or Subrecipient Agreement is terminated or the Project is otherwise terminated due to a default, inability to perform or reasons other than project completion, Grant funds are required to be returned. The disposition of Grant Funds to be returned shall be determined solely by CDFA.

12. ADDITIONAL REPRESENTATIONS AND WARRANTIES. Subrecipient represents and warrants:

- (a) Subrecipient will require the Business to obtain all necessary approvals of the Plans and all necessary permits for the operation of its business from all governmental authorities having jurisdiction over the Project.
- (b) Construction of the project will not violate any zoning, environmental, subdivision, or land use ordinance, regulation or law; the Property conforms and complies in all material respects with all covenants, conditions, restrictions, reservations and zoning, environmental land use, and other applicable ordinances, laws, rules and regulations, federal, state, or local, affecting the Property.
- (c) No litigation, claims, suits, orders, investigations or proceedings are pending or threatened against Subrecipient or affecting the Property or the Project at law or in equity or before or by any federal, state, municipal or other governmental instrumentality; there are no arbitration proceedings pending under collective bargaining agreements or otherwise; and to the knowledge of Subrecipient, there is no basis for any of the foregoing. Any exceptions to this section shall be explained in an Exhibit, attached to this agreement.
- (d) Subrecipient has filed all federal, state and local tax returns required to be filed and has paid or made adequate provision for the payment of all federal, state or local taxes, charges and assessments.
- (e) The execution and delivery and performance by Subrecipient of its obligations under this Agreement and the lease documents have been duly authorized by all requisite corporate action and will not violate any provision of law, any order of any court or other agency of government, or any indenture, agreement or other instrument to which Subrecipient is a party, or by which it is bound, or be in conflict with, result in a breach of, or constitute a default under, or except as may be provided in this Agreement, result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the property or assets of Subrecipient pursuant to any such indenture, agreement or instrument. Subrecipient is not required to obtain any consent, approval or authorization from, or to file any declaration or statement with, any governmental instrumentality or other agency in connection with or as a condition to the execution, delivery or performance of this Agreement and all other related documents.
- (f) Subrecipient is not contemplating either the filing of a petition under any state or federal bankruptcy or insolvency laws or the liquidating of all or a major portion of its properties, and has no knowledge of any person contemplating the filing of any such petition against it.
- (g) No statement of fact made by or on behalf of Subrecipient in any of the agreement or related

documents or in any certificate, exhibit or schedule furnished to the Grantee pursuant thereto, contains any untrue statement of a material fact or omits to state any material fact necessary to make statements contained therein or herein not misleading. There is no fact or circumstance presently known to Subrecipient that has not been disclosed to the Grantee that materially affects adversely, nor as far as Subrecipient can foresee, will materially affect adversely Subrecipient, operations or considerations (financial or otherwise) of Subrecipient.

- (h) Subrecipient has complied in all material respects with all applicable statutes, regulations, and rules of federal, state, and local governments in respect to the conduct of its business and operations, including without limitation all applicable environmental statutes.
- (i) No Event of Default has occurred and is continuing under this Agreement or the lease documents and no event or condition which would, upon notice of expiration of any applicable cure, constitute an Event of Default has occurred and is continuing; Subrecipient is not in default under any note or other evidence of indebtedness or other obligation for borrowed money or any mortgage, deed to trust, indenture, lease agreement or other agreement relating thereto. Any exceptions to this section shall be explained in an Exhibit, attached to this agreement.

Subrecipient warrants that each of the foregoing representations and warranties is true and correct as of the date of this Agreement and Subrecipient shall indemnify and hold harmless the Grantee, State and CDFA from and against any loss, damage, or liability attributable to the breach thereof, including any and all fees and expenses incurred in the defense or settlement of any claim arising therefrom against the Grantee, State or CDFA.

13. MISCELLANEOUS PROVISIONS.

13.1 Compliance with Laws. Subrecipient shall comply with all applicable federal, state and local laws, statutes, regulation, executive orders and rules as they relate to the application, acceptance and use of funds for this project, including, but not limited to, the requirements as specified in the Grant Agreement.

13.2 Compliance with OMB Circular A-122. Subrecipient acknowledges that it shall meet the requirements of OMB Circular A-122, to ensure compliance with Administrative Cost Standards.

13.3 No assignment. Subrecipient shall not assign or transfer any of its rights or obligations under this Agreement without the prior written consent of the Grantee and CDFA, and any attempted assignment or transfer shall be ineffective, null, void, and of no effect.

13.4 Amendments. No amendment or modification of any provision of this Agreement shall be effective unless it is in writing and executed by both parties and approved by CDFA.

13.5 Maintenance of Project. Subrecipient shall require that the Business maintain, keep, and preserve in good working order and condition all of its property and assets necessary or useful in the proper conduct of its business and operation of the Project. This shall include all property improvements made as a result of this Project.

13.6 Governing Law. The Subrecipient Agreement shall be governed by and construed in accordance with laws of the State of New Hampshire.

13.7 No failure on the part of Grantee or CDFA to exercise, and no delay in exercising, any right, power, or remedy under this Agreement or any other agreement contemplated herein shall operate as a waiver thereof; nor shall any single or partial exercise of any right under any such agreements preclude any other or further exercise thereof or the exercise of any other right. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

13.8 This Agreement, together with all attachments, schedules and exhibits thereto, contains the full, final and exclusive statement of the agreement of the parties and supersedes all prior understandings, representations or agreements, whether written or oral, with respect to such subject matter.

ATTACHMENT III
BUSINESS & EMPLOYMENT COMMITMENT AGREEMENT
MINIMUM TERMS AND CONDITIONS

Grantee hereby warrants and agrees that the Business & Employment Commitment Agreement to be executed in conformance with the requirements of Exhibit A of the Grant Agreement shall be subject to approval by CDFA and shall contain at a minimum the following terms and conditions:

1. **REPRESENTATION AND WARRANTIES.** Narrative1 Software, LLC ("Business") shall represent and warrant:

1.1 That the Business is a duly organized and validly existing New Hampshire corporation in good standing under the laws of the State of New Hampshire. The Business has the power and authority to carry on the business to be conducted as part of the Grant Activities and has the power to execute and deliver and perform its obligations under the Business & Employment Commitment Agreement and Lease Agreement.

1.2 The Business & Employment Commitment Agreement and Lease Agreement are legal, valid and binding obligations of the Business, enforceable against the Business in accordance with its terms.

1.3 The Business has complied in all material respects with all applicable statutes, regulations and rules of federal, state and local governments in respect to the conduct of its business and operations, including without limitation all applicable environmental statutes, regulations and rules and all statutes, pertaining to the manufacturing of its products.

1.4 No application, exhibit, schedule, report or other written information provided by the business or its agents to Grantee or CDFA in connection with the negotiation, execution and closing of the Grant Agreement, the Lease Agreement or the Business & Employment Commitment Agreement knowingly contained when made any material misstatement of fact, or knowingly omitted to state any material fact necessary to make the statements contained therein not misleading in light of the circumstances under which they were made.

2. **PURPOSE OF BUSINESS & EMPLOYMENT COMMITMENT AGREEMENT:**
PROJECT ACTIVITIES.

2.1 The purpose of the project, which is the subject of this Business & Employment Commitment Agreement, is the grant of funds to be used to support the fit up of leased space at the Enterprise Center at Plymouth.

2.2 Although there is no direct benefit from this Lease to the Business, there is an indirect benefit as a result of the fit up activities of the leased space. As a result of this indirect benefit, the Business has agreed to enter into a specific employment commitment, requiring the creation of new jobs to be filled by individuals of Low and Moderate income.

2.2.1 In compliance with the State CDBG administrative standards for evaluating the Public Benefit of the Project Activity, the Grantee and Business understand that the standard for measuring the maximum allowable Grant funds for any project is \$20,000, for each new, permanent full-time equivalent job created.

2.3 In carrying out the purpose of the project, the Business agrees to create a minimum of seven (7) new, permanent full time equivalent jobs.

2.3.1 The business shall make five (5), or 71% of the seven (7) full time jobs available to low and moderate income persons.

2.3.2 The job functions consist of: Sales/Account Manager, Technical Support, Software Developer and Code and an Intern Position.

2.3.3 The benefits plan being offered by the Business includes: Group Health Insurance: 60% of a single member premium paid for by Narrative 1 Software. Employee can buy the family plan at the discounted group rate. Group vision insurance is included in the group health insurance. Extent of Medical Insurance Coverage: 50% of a single member premium paid for by Narrative 1 Software. Employee can buy the family plan at the group rate. Paid Vacation Leava: 1 week paid vacation time after 1 year. Paid Holidays: 8 ½ In addition to this employees biweekly have a paid hour for lunch (26 hours per year), thus considered as 3.25 of additional holiday time. Tuition assistance: 50% of tuition for courses leading to an Associate's degree will be paid, with supervisor's approval. Bereavement leave: 3 days for immediate family members. Other Employee Benefits: Monthly bonus can be earned according to performance, telecommuting is allowed, one flex day and on a biweekly basis the company buys lunch for the staff.

3. BUSINESS & EMPLOYMENT COMMITMENT AGREEMENT: REQUIREMENTS.

3.1 The Business shall enter into a Business & Employment Commitment Agreement with the Grantee, meeting the terms and conditions as required herein, which shall provide that the Business, its successors and assigns, shall create full-time year-round jobs for seven (7) persons at the project property, of which five (5) jobs will be filled by persons of low and moderate income.

3.2 The Business & Employment Commitment Agreement shall stipulate that the Business shall provide the benefits described above in paragraph 2.

4. SECURITY: MORTGAGE LIEN.

4.1 The Subrecipient shall provide a mortgage or other acceptable lien on the property located at 149 Main Street, Plymouth, NH, to the Grantee and on behalf of CDFA, which shall provide for a recovery of the CDBG funds, invested in the Project Property, in the event that the employment commitments as provided herein are not achieved.

As stated, the Lien on the Project Property provides a secured guarantee of the performance of the job creation commitment by the Grantee. If the Grantee and the Subrecipient wish to propose an alternative form of collateral of similar value, the CDFA will consider its proposal, if it provides a similar level of security.

The mortgage or other acceptable lien shall be submitted to CDFA for its approval. Grantee shall submit to CDFA documentation of the mortgage or other lien recording.

4.2 The mortgage or other acceptable lien shall provide for the recovery by Grantee, on behalf of CDFA, of the CDBG funds expended on this Project, in the event that the Business is not in compliance with its' commitment to job creation as defined herein. In such an event of default, the amount of CDBG funds subject to recovery in accordance with this paragraph shall be no more than \$120,000

4.3 Any CDBG funds returned to Grantee pursuant to enforcement of the Mortgage Lien shall be returned to CDFA.

5. MATCH REQUIREMENTS.

5.1 The agreement shall require that the Grantee ensure that the required match for the CDBG funds of not less than \$450,000, in additional financing for the Project Activities, will be documented and submitted to CDFA.

6. INITIAL DOCUMENTATION

6.1 To document the existing employees of the Business at the start of this Project, The Business shall provide to the Grantee, directly or via Subrecipient as applicable, certified payrolls documenting the number of full-time and full-time equivalent employees and position titles in all US operations, no earlier than (a) the date of application, as approved by CDFA as of July 20, 2012.

6.2 To document the new permanent, full time positions to be created, the Business shall provide the Grantee, directly or via Subrecipient, as applicable, with a listing, by job title, of the total jobs to be created, indicating: (a) which jobs will be available to low and moderate income persons; (b) which jobs will require special skills or education; and (c) which jobs will be part-time. This listing should be no different from the information for said jobs, as provided at the time of application.

6.3 To document the availability of said new jobs to low and moderate income persons, the Business shall provide a description of the actions to be taken to ensure that low and moderate income persons will receive first consideration for these jobs, including what actions will be taken to recruit low and moderate income applicants.

6.4 Implementation Schedule. All parties to this grant have agreed on an implementation schedule, which will provide for the completion of all grant activities, prior to the grant completion date. A schedule of major milestones shall be provided, and shall serve as a basis for enforcement of the Agreement.

6.5 Grant Completion Date. All work shall be completed prior to the Grant Completion Date of as set forth in Section 1.7 of the General Provisions. All employment commitments shall be accomplished by that date.

6.5.1 Project Delays. Should the Project encounter delays relating to financing, construction or other events that may affect the Business' ability to create the jobs within the specified Grant Completion Date, the Business and Grantee shall submit a written request for a time extension to CDFA, describing the reason for delay. Grant completion time extension requests shall then be forwarded to Governor and Council for final approval.

6.6 Business Insurance Requirements. Grantee shall ensure that the Business obtains and maintains in force comprehensive general liability insurance against all claims of bodily injury or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident. This insurance shall be at Business' sole expense. All policies shall name Grantee, Subrecipient (if applicable) and CDFA as additional insureds. The Business shall provide the Grantee with certificates of insurance, which evidences compliance with this section.

Furthermore, the Grantee shall require that the Business obtain and maintain in force, at its sole expense, insurance coverage for all real property or assets purchased with grant funds, as applicable to the project activities.

All policies described in this section shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. All policies shall be on an "occurrence" basis. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than thirty (30) days after written notice thereof has been received by the Grantee and CDFA.

6.7 Taxes. The Business shall certify that it has paid all taxes, assessments, charges, fines and impositions attributed to all real property or assets of the Business, as applicable.

7. REPORTING REQUIREMENTS:

7.1 Semi Annual reports shall be submitted by the Grantee, not less than five (5) business days prior to the semi-annual submission date, that is, no later than July 10, for the period of January 1 through

June 30 and no later than January 10, for the period of July 1 through December 31 of each year. The reporting period shall begin on the date of Governor and Council approval and end on the Completion Date specified in Section 1.7 of the General Provisions of the contract between the Grantee and CDFA.

7.2 Responsibilities of the Grantee For both Semi-annual reporting and Closeout reporting, the Grantee shall be responsible for obtaining, preparing and submitting the following documentation:

7.2.1 The "Periodic Progress Report", which includes both Beneficiary Characteristics and Applicant Characteristics data. For each reporting period, the report shall indicate the number and percentage of applicants and employees for the specified new positions from Low and Moderate Income families benefiting from this project, as well as the minority status or protected class status information. The data is derived from the Family Income Verification Form.

7.2.2 Semiannual and closeout documentation to be submitted to CDFA shall also include:

- a. Copies of the Family Income Verification forms signed by all applicants, from the Business, for any new open positions. The Family Income Verification form documents family income status and the designation of beneficiary minority or protected class status. The Family Income Verification form for job applicants and beneficiaries is provided in Attachment V;
- b. Copies of current company payrolls, certified by an authorized officer of the Business, listing names of employees and job titles; and
- c. A list of all employees hired since the last reporting period, from the Business, documenting actual job creation: employee name, job title, date of hire, income classification and beneficiary characteristics, that is minority or protected class status.

7.3 Responsibilities of the Business In order to comply with the required reports, the Business is responsible for providing to the Grantee a variety of information, which allows for the verification and documentation of family income status and of minority or protected class status for new employees and applicants, in accordance with the federal regulations set forth in Exhibit A of the Grant Agreement. The specific data to be provided by the Business is:

- a. Copies of the Family Income Verification forms signed by all applicants, for any new open positions, to be provided on a semi-annual basis to the Grantee. The Family Income Verification form documents family income status and the designation of beneficiary minority or protected class status. The Family Income Verification form for job applicants and beneficiaries is provided in Attachment V;
- b. Copies of current company payrolls, certified by an authorized officer of the Business, listing names of employees and job titles, to be provided to the Grantee no earlier than July 20, 2012; and
- c. A list of all new employees hired to work at the Project Property, for each reporting period of the Grant Period is to be provided to the Grantee, documenting actual job creation: employee name, job title, income and minority or protected class status and date of hire.

8. OTHER EMPLOYMENT CONDITIONS.

8.1 The parties acknowledge that the obligation of the Business to provide the specified minimum number of jobs for Low and Moderate Income Persons is an essential component of the Grantee's willingness to enter into the grant and into its business agreement with the Business, upon the terms and conditions set forth in such agreement, or other documents. The Business agrees that it shall exercise good faith at all times in its hiring practices in order to achieve its job commitments.

8.2 In the event that the Business fails to establish the minimum number of jobs required to be filled with persons from Low and Moderate Income Families or other employment commitments as provided in this Paragraph, then the Business shall confer forthwith with the Grantee, and the Subrecipient, as applicable, and CDFA to develop a mutually acceptable plan pursuant to which it will rectify any employment shortfalls and maintain the required minimums. In such event, the Business shall also provide Grantee with monthly updates containing information in a form reasonably satisfactory to the Grantee or the Subrecipient, as applicable, in order for the Grantee and Subrecipient to determine whether it is in compliance with such plan and its employment obligations as provided herein. Said monthly reports to continue until the employment commitments are achieved.

8.3 The continued failure of the Business to achieve its employment commitments as required herein for ninety (90) days following the date specified for such requirement shall constitute an event of default, which may give rise to any of the remedies available to the Grantee, or Subrecipient, if applicable, as set forth herein.

8.4 In any other agreement entered into between the Grantee, the Subrecipient, if applicable, the Business, the Grantee shall include, as an event of default, the failure to meet the employment commitments and reporting requirements as provided herein. Upon breach of the employment commitments or reporting requirements giving rise to an event of default, the Grantee, with the Subrecipient if applicable shall undertake efforts to result in a cure of the default or shall, where applicable, terminate the agreement and seek damages or other relief as appropriate.

9. ACCOUNTING, AUDIT AND RECORD KEEPING REQUIREMENTS.

9.1 All of the records, documents and data described required to provide all employment verification information shall be kept during the performance of the Project and for three (3) years after its completion or until the satisfactory completion of an audit, whichever is later.

9.2 The Business shall make available to Grantee, CDFA and HUD or any of their duly authorized representatives, for the purpose of audit and examination, its audit and any books, documents, papers, and records pertinent to this Project.

10. INDEMNIFICATION.

10.1 The Business shall indemnify, defend and hold harmless Subrecipient, Grantee and CDFA against and from any and all claims, judgments, damages, penalties, fines, assessments, costs and expenses, liabilities and losses (including without limitation damages for the loss or restriction on the use of the Property, sums paid in settlement of claims, attorneys' fees, consultants' fees and experts' fees) resulting or arising during the term of the loan:

- (1) from any condition of the Property, including any building structure or improvement thereon;
- (2) from any breach or default on the part of the Business in the performance of any mortgage lien or agreement to be performed pursuant to the terms of the loan, or from any act or omission of the Business or any of their agents, contractors, servants, employees, subloans, licensees or invitees; or
- (3) from any accident, injury or damage whatsoever caused to any person occurring during the term of the loan, on the Property or areas adjacent thereto.

11. EVENTS OF DEFAULT. The occurrence of any one or more of the following events shall constitute an Event of Default under the Agreement, as applicable to project type:

11.1 The Business's failure to meet the employment commitments as specified herein;

11.2 The Business's failure to comply with the employment reporting requirements as specified herein;

11.3 The premises of the Business are materially damaged or destroyed by fire or other casualty or cause and the insurance proceeds therefrom are inadequate to rebuild or restore the Premises to their condition immediately prior to such casualty;

11.4 If the Business shall (i) apply for or consent to the appointment of a receiver, trustee or liquidator of it or any of its property, (ii) admit in writing its inability to pay its debts as they mature, (iii) make a general assignment for the benefit of creditors, (iv) be adjudicated as bankrupt or insolvent or (v) file a voluntary petition in bankruptcy, or a petition or answer seeking reorganization or an arrangement with creditors or to take advantage of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law or statute, or an answer admitting the material allegations of a petition filed against it in a proceeding under any such law;

11.5 A petition, order, judgment or decree shall be entered, without the application, approval or consent of the Business by any court of competent jurisdiction, approving a petition seeking reorganization or approving the appointment of a receiver, trustee or liquidator of the Business of all or a substantial part of its assets, and such order, judgment or decree shall continue unstayed and in effect for any period of thirty (30) days; and

11.6 The dissolution, termination of existence, merger or consolidation of the Business or a sale of wither's assets out of the ordinary course of business without the prior written consent of Grantee.

11.7 Any mechanics', laborers', materialmen's or similar statutory lien, or any notice thereof, shall be filed against the Business and shall not be discharged within thirty (30) day of such filing.

11.8 Failure to remedy an ineligible expenditure of grant funds or to reimburse Subrecipient, Grantee or CDFR for any ineligible costs which are paid from Grant funds.

12. REMEDIES UPON DEFAULT.

12.1 In the event that the Business shall default in its commitment to provide the required number of employment positions as provided in the Agreement or shall otherwise default under the terms of the Agreement and such default results in the required return of Grant Funds to CDFR, Grantee shall obtain, through its own remedy, a reimbursement of grant fund expenditures from the Subrecipient.

12.2 In such an event of default, the amount of CDBG funds subject to recovery in accordance with this paragraph shall be no more than \$120,000, and shall be based upon the following calculation: The difference between the original number of jobs contained in Paragraph 2.3, less the actual jobs created, multiplied by the minimum standards as stated in Paragraph 2.2.1.

13. ADDITIONAL REPRESENTATIONS AND WARRANTIES.

13.1 The Business has obtained or will obtain all necessary approvals of the plans and all necessary permits for the operation of its business from all governmental authorities having jurisdiction over the Project, as applicable.

13.2 Construction of any improvements for the Project will not violate any zoning, environmental, subdivision, or land use ordinance, regulation or law; the Property conforms and complies in all material respects with covenants, conditions, restrictions, reservations and zoning, environmental land use, and other applicable ordinances, laws, rules and regulations, federal, state or local, affecting the Property.

13.3 No litigation, claims, suits, orders, investigations or proceedings are pending or threatened against the Business or affecting the Property or the Project at law or in equity or before or by any federal, state, municipal or other governmental instrumentality; there are no arbitration proceedings pending under collective bargaining agreements or otherwise; and to the knowledge of the Business there is no basis for any of the foregoing.

13.4 The Business has filed all federal, state and local tax returns required to be filed and have paid or made adequate provision for the payment of all federal, state and local taxes, charges and assessments.

13.5 The Business is not contemplating either the filing of a petition under any state or federal bankruptcy or insolvency laws or the liquidating of all or a major portion of its property, and has no knowledge of any person contemplating the filing of any such petition against it.

13.6 The Business shall comply with all federal, state and local laws, regulations, and standards relating to protection or preservation of the environment that are or may become applicable to its activities at the Project Property.

13.7 The Business, and any sublessee or assignee of the Business shall be solely responsible for obtaining, at their cost and expense, any environmental permits required for their operations.

14. MISCELLANEOUS PROVISIONS.

14.1 The Business shall preserve and maintain the legal existence and good standing of its status and its registration in New Hampshire as required to do business.

14.2 The Business shall not assign or transfer any of its rights or obligations under this Agreement without the prior written consent of CDFA, and any attempted assignment or transfer without such consent shall be ineffective, null, void, and of no effect.

14.3 No amendment or modification of the Business & Employment Commitment Agreement shall be effective unless it is in writing and executed by all parties and approved by CDFA.

ATTACHMENT IV

REQUIRED LEASE PROVISIONS MINIMUM TERMS AND CONDITIONS

Town of Plymouth ("Grantee") and Grafton County Economic Development Council (GCEDC) ("Subrecipient") hereby warrant and agree that Subrecipient, in its Lease with Narrative1 Software, LLC ("Business"), shall include the following required minimum terms and conditions providing for the performance of grant-related activities and commitments.

1. PURPOSE OF THE PROJECT

This project shall consist of the awarding of \$140,000 in Community Development Block Grant (CDBG) funds to Grantee, of which \$120,000 is to be subgranted to the Subrecipient. Subgranted funds will be used by Subrecipient to fit up space at 149 Main Street, Plymouth, NH for lease to Narrative1 Software, LLC.

Grantee will retain \$20,000 of the grant for administrative costs associated with management of the grant and for the costs related to grant writing.

2. LEASE TERMS.

2.1 The Lease Agreement shall cover the facility at 149 Main Street, Plymouth, NH. The building will remain under ownership of Subrecipient, under partial lease to the Business. The final Lease will comply with the terms of the Reservation Agreement, between the Subrecipient and the Business.

2.2 Terms of Lease. The Lease Agreement to be entered into shall cover the project Property as set forth in Paragraph 2.1. The initial tenant of the building will be Narrative1 Software, LLC, who will lease approximately 2,000 square feet.

Rent is projected for tenant at approximately \$1,666.66 per month, triple net, for a lease term of three (3) years

2.3 The Lease Agreement with the Business shall include the Employment Commitments described below in Paragraph 3.

3. EMPLOYMENT COMMITMENTS.

3.1 As a condition of the Lease from Subrecipient with the Business, the Business will implement the leasing of improved fit up space, which in turn will generate at least seven (7) new, full-time equivalent permanent jobs, with benefits. At least five (5) of said jobs will be made available and filled by low and moderate-income persons, as outlined in Attachment III, "Business & Employment Commitment Agreement", as referenced in Paragraph 4.

4. BUSINESS & EMPLOYMENT COMMITMENT AGREEMENT.

As a condition of the Lease, the Business shall enter into an agreement with the Subrecipient, as outlined in Attachment III, "Business & Employment Commitment Agreement, Minimum Terms and Conditions", in order to carry out the purpose of the Project Activities.

5. BUSINESS REPRESENTATIONS AND WARRANTIES – LEASE DOCUMENTS.

In addition to the inclusion of Business Representations and Warranties in the agreement between Grantee and Business, as outlined in Attachment III, "Business & Employment Commitment Agreement", The Business shall also represent and warrant:

5.1 The execution and delivery and performance by the Business of its obligations under the Lease Documents have been duly authorized by all requisite corporate action and will not violate any provision of law, any order of any court or other agency of government, or any indenture, agreement or other instrument to which the Business is a party, or by which they are bound, or be in conflict with result in a breach of, or constitute a default under, or, except as may be provided therein, result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the property or assets of both the Business pursuant to any such indenture, agreement or instrument. The Business is not required to obtain any consent, approval or authorization from, or to file any declaration or statement with, any governmental instrumentality or other agency in connection with or as a condition to the execution, delivery or performance of the Loan Documents;

5.2 No Event of Default has occurred and is continuing under the Lease Documents and no event or condition which would, upon notice of expiration of any applicable cure, constitute an Event of Default has occurred and is continuing; the Business is not in default under any note or other evidence of indebtedness or other obligations for borrowed money or any mortgage, deed to trust, indenture, Lease agreement or other agreement relating thereto; and

5.3 All representations, warranties and obligations of the Business as provided in any Lease documents to include the employment commitments shall be applicable to their successors and assigns.

Each of the foregoing representations and warranties is true and correct as of the date of the Lease Documents and the Business shall indemnify and hold harmless Grantee and CDFA from and against any loss, damage, or liability attributable to the breach thereof, including any and all fees and expenses incurred in the defense or settlement of any claim arising therefrom against Grantee or CDFA.

6. EVENTS OF DEFAULT – LEASE DOCUMENTS.

In addition to the inclusion of Events of Default in the agreement between Grantee and Business, as outlined in Attachment III, "Business & Employment Commitment Agreement", The following Events of Default shall be included as part of this Lease Agreement:

6.1 A default by the Business under its Lease Agreement with the Subrecipient;

6.2 Any attempt by the Business to assign its rights under the Lease Documents or any advance made or to be made hereunder or any interest therein, or if the Secured Property is conveyed or encumbered in any way without the prior written consent of Grantee and CDFA;

6.3 Any representation or warranty made herein or in any report, certification, or other instrument furnished in connection with the Lease Documents or any advances of Grant funds made hereunder, by or in behalf of the Business shall prove to be false or misleading in any material respect.

ATTACHMENT V
FAMILY INCOME VERIFICATION FORM
GRAFTON COUNTY – NH INCOME VERIFICATION
(See Attached)

ECONOMIC DEVELOPMENT

Grafton County FAMILY INCOME VERIFICATION FORM - 2012

MUNICIPALITY: _____ APPLICANT NAME: _____
 NAME OF BUSINESS: _____ POSITION BEING APPLIED FOR: _____
 ADMINISTRATOR: _____ CURRENTLY EMPLOYED? YES _____ NO _____

The Above Business has benefited from funding provided to the Municipality, above, by the Community Development Block Grant (CDBG) program. The program requires that all applicants must complete the following verification. If you have questions, contact the Grant Administrator, listed above. Your assistance in the completion of this form is greatly appreciated. It will be held in strict confidence, and used only to verify that we are meeting the requirements of the grant program.

Please complete all fields above and both portions of the form – Part I and Part II

PART I INCOME AND HOUSEHOLD DATA

Please choose the row that represents your family size and circle the Income Category that best describes your family income. Family income includes wages and salaries, interest, net business income, social security, pensions, alimony received, VA benefits, and educational benefits received by all family members living at home. Alimony paid may be deducted. This verification form should reflect your current family income. This data is required by the CDBG program.

Number of Persons In Family	Income Category A	Income Category B	Income Category C	Income Category D
1	\$0 to \$14,800	\$14,801 to \$24,650	\$24,651 to \$39,400	\$39,401 +
2	\$0 to \$16,900	\$16,901 to \$28,150	\$28,151 to \$45,000	\$45,001 +
3	\$0 to \$19,000	\$19,001 to \$31,650	\$31,651 to \$50,650	\$50,651 +
4	\$0 to \$21,100	\$21,101 to \$35,150	\$35,151 to \$56,250	\$56,251 +
5	\$0 to \$22,800	\$22,801 to \$38,000	\$38,001 to \$60,750	\$60,751 +
6	\$0 to \$24,500	\$24,501 to \$40,800	\$40,801 to \$65,250	\$65,251 +
7	\$0 to \$26,200	\$26,201 to \$43,600	\$43,601 to \$69,750	\$69,751 +
8	\$0 to \$27,900	\$27,901 to \$46,400	\$46,401 to \$74,250	\$74,251 +

PART II RACE, ETHNICITY AND HOUSEHOLD DATA

Data with regard to (1) Household Status; (2) Racial Characteristics and (3) Ethnicity information – in expanded categories – is being requested, in order to measure the impact of the program on the diverse population of the U.S.

Please circle the appropriate racial, ethnic, familial status, age, and handicapped category that applies to you. A number of categories may apply to you. Please note this information will be used for analysis purposes only. We ask you to provide this information on a voluntary basis. If you do not wish to provide the information, you may refuse to do so.

CIRCLE ALL IN EACH CATEGORY THAT APPLY

RACE

- White
- Black or African American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native & White
- Asian & White
- Black or African American & White
- American Indian or Alaska Native & Black or African American

ETHNICITY

- Hispanic or Latino
- NOT Hispanic or Latino

HOUSEHOLD

- Elderly (62 + years)
- Handicapped
- Female Head of Household
- Not Applicable

Signature _____

Printed Name _____

Date _____

CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Member Agreement(s) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, extend or alter the coverage afforded by the Member Agreement(s); except to the extent provided in the additional covered party box or loss payee box below, if checked.

THIS IS TO CERTIFY THAT THE MEMBER NAMED BELOW IS A PARTICIPATING MEMBER OF COMPANY A AND THAT A MEMBER AGREEMENT(S) HAS BEEN ISSUED TO THE MEMBER FOR THE AGREEMENT TERM(S) 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 COVERAGE AFFORDED BY THE MEMBER AGREEMENT(S) IS SUBJECT TO ALL THE EXCLUSIONS, EXTENSIONS, TERMS AND CONDITIONS OF SUCH MEMBER AGREEMENT(S). AGGREGATE LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Participating Member: Town of Plymouth Member Number: 016-070186 - 13		Company Affording Coverage (the "Company"): Local Government Center Property-Liability Trust, LLC P.O. Box 617, Concord, NH 03302-0617													
Coverage (Occurrence basis only)	Effective Date (mm/dd/yy)	Expiration Date (mm/dd/yy)	Limits (subject to applicable NH statutory limits)												
<input checked="" type="checkbox"/> General Liability (Member Agreement Section III.A)	7/1/2012	6/30/2013	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Each Occurrence</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>General Aggregate</td><td style="text-align: right;">\$</td></tr> <tr><td>Personal & Adv Injury</td><td style="text-align: right;">\$</td></tr> <tr><td>Med Exp (any one person)</td><td style="text-align: right;">\$</td></tr> <tr><td>Products - Comp/Op Acc</td><td style="text-align: right;">\$</td></tr> <tr><td>Fire Damage (each fire)</td><td style="text-align: right;">\$</td></tr> </table>	Each Occurrence	\$ 5,000,000	General Aggregate	\$	Personal & Adv Injury	\$	Med Exp (any one person)	\$	Products - Comp/Op Acc	\$	Fire Damage (each fire)	\$
Each Occurrence	\$ 5,000,000														
General Aggregate	\$														
Personal & Adv Injury	\$														
Med Exp (any one person)	\$														
Products - Comp/Op Acc	\$														
Fire Damage (each fire)	\$														
<input checked="" type="checkbox"/> Automobile Liability (Member Agreement Section III.A) <input 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"/> Other _____	7/1/2012	6/30/2013	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Each Occurrence</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>Bodily Injury (per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>Bodily Injury (per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>Property Damage (per accident)</td><td style="text-align: right;">\$</td></tr> </table>	Each Occurrence	\$ 5,000,000	Bodily Injury (per person)	\$	Bodily Injury (per accident)	\$	Property Damage (per accident)	\$				
Each Occurrence	\$ 5,000,000														
Bodily Injury (per person)	\$														
Bodily Injury (per accident)	\$														
Property Damage (per accident)	\$														
<input type="checkbox"/> Excess Liability			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Each Occurrence</td><td style="text-align: right;">\$ N/A</td></tr> <tr><td>Aggregate</td><td style="text-align: right;">\$ N/A</td></tr> </table>	Each Occurrence	\$ N/A	Aggregate	\$ N/A								
Each Occurrence	\$ N/A														
Aggregate	\$ N/A														
<input checked="" type="checkbox"/> Property (All Risk including Theft) (Member Agreement Section I) Deductible: \$1,000	7/1/2012	6/30/2013	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="text-align: right;">\$ Per scheduled limits and Member Agreement</td></tr> <tr><td>Coverage A:</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Cov. B: Each Accident</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>Disease - Each Employee</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>Disease - Policy Limit</td><td style="text-align: right;">\$ 2,000,000</td></tr> </table>	\$ Per scheduled limits and Member Agreement		Coverage A:	Statutory	Cov. B: Each Accident	\$ 2,000,000	Disease - Each Employee	\$ 2,000,000	Disease - Policy Limit	\$ 2,000,000		
\$ Per scheduled limits and Member Agreement															
Coverage A:	Statutory														
Cov. B: Each Accident	\$ 2,000,000														
Disease - Each Employee	\$ 2,000,000														
Disease - Policy Limit	\$ 2,000,000														
<input type="checkbox"/> Workers' Compensation (Coverage A) Employers' Liability (Coverage B)															
Description: Proof of Coverage															

CANCELLATION: If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

<input type="checkbox"/> Additional Covered Party		<input type="checkbox"/> Loss Payee, as his, her or its interests appear	
<i>Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the "Member," and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees or agents. Available limits of coverage are shared between the "Member" and the Additional Covered Party.*</i>			
Certificate Holder: Community Development Finance Authority 14 Dixon Avenue Concord NH 03381	Companies By: <u>Debra A. Lewis</u> Authorized Representative Date Issued: 10/5/2012		Please direct inquiries to: Debra A. Lewis 603.224.7447 x3332

*Terms in quotes are defined in the Member Agreement.



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Town Of Plymouth 8 Post Office Square Plymouth, NH 03264	Member Number: 274	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence \$ General Aggregate \$ Fire Damage (Any one fire) \$ Med Exp (Any one person) \$
Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2012	1/1/2013	<input checked="" type="checkbox"/> Statutory Each Accident \$2,000,000 Disease - Each Employee \$2,000,000 Disease - Policy Limit \$
<input type="checkbox"/> Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)
Description: Proof of Primex Member coverage only.			

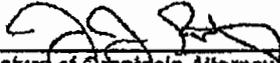
CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
Community Development Finance Authority 14 Dixon Ave, Ste 102 Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 8/8/2012 tdenver@nhprimex.org Please direct Inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

CERTIFICATION OF GRANTEE'S ATTORNEY

I, John J. Ratigan acting as Attorney for 974 month, New Hampshire do hereby certify:

That in my opinion the Grantee is empowered to enter into the foregoing Grant Agreement under the laws of the State of New Hampshire. Further, I have examined the foregoing Grant Agreement and the actions taken by said Grantee and have determined that Grantee's official representative has been duly authorized to execute this Grant Agreement and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and applicable federal laws. In addition, for grants involving projects to be carried out on property not owned by Grantee, there are no legal impediments that will prevent full performance by the Grantee. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of Grantee in accordance with the terms thereof.

Dated at Exeter, NH. this 9th day of October 2012.



Signature of Grantee's Attorney

CERTIFICATE

I, Karen Freitas, Town Clerk of Plymouth, New Hampshire do hereby certify that: (1) at the public hearing held on June 14, 2012, the Board of Selectmen voted to submit an application for Community Development Block Grant funds and if awarded; (2) enter into a contract with the Community Development Finance Authority and further authorized the Chairman, Board of Selectmen to execute any documents which may be necessary to effectuate this contract or any amendments thereto; (3) I further certify that this authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and (4) the following person has been appointed to and now occupies the office indicated under item (2) above:

Valerie Scarborough, Chairman, Board of Selectmen
Name and Title of Officer Authorized to Sign

IN WITNESS WHEREOF, I have hereunto set my hand as the Town Clerk of Plymouth, New Hampshire this 18th day of OCTOBER, 2012.

Karen Freitas
Karen Freitas, Town Clerk



CDFFA
 Community Development Finance Authority
Strengthening New Hampshire's Communities

14 Dixon Avenue, Suite 102
 Concord, NH 03301
 Tel: 603.226.2170
 Fax: 603.226.2816

EXHIBIT A

DATE: September 20, 2012
 TO: CDBG Advisory Committee
 FROM: Cassandra E. Bradley
 RE: Application from Town of Plymouth – GCEDC – Narrative 1 Software, LLC

Project Description

The Town of Plymouth on behalf of Grafton County Economic Development Council (GCEDC) is requesting \$140,000 in CDBG funds to fit up a space for Narrative1 Software, LLC, who will occupy approximately ½ of the first floor space of the newly created Enterprise Center. The new space will allow Narrative 1, a for profit company, to expand its operations to meet the sales demands of its expanding product line, while creating 7 new jobs in the downtown Plymouth market.

The total building project budget is \$1,706,250, with \$781,250 coming from a U.S. Economic Development Administration (EDA) grant. The project will take 18 months to complete the job creation requirements of CDBG funds. The proposed project and expansion will create 7 new FT jobs. At least 5 (or 71%) of the 7 jobs being created will be available to persons of a low- and moderate-income background, requiring no more than a high school diploma or equivalent.

Sources and Uses

	Sources				
	CDBG Grant	CDFA Tax Credits	Northern Borders Regional Comm.	EDA	
Uses					Total Uses
Machinery/Equipment	\$5,000				\$5,000
Construction	\$114,000	\$560,000	\$225,000	\$537,825	\$1,436,825
Soft Costs				\$72,178	\$72,178
Contingency-Reserves				\$156,250	\$156,250
Professional Fees	\$1,000			\$10,000	\$11,000
Construction Financing				\$4,997	\$4,997
Administration	20,000				\$20,000
Total	\$140,000	\$560,000	\$225,000	\$781,250	\$1,706,250

Business Background

Narrative 1 Software, LLC, a producer of real estate appraisal software, is solely owned and managed by Thomas W. Armstrong. Narrative 1 currently has 6 employees, excluding Mr. Armstrong.

Narrative 1 started as a hobby in 1997 with a cash flow analysis program, doing business as @Value Software, LLC. In 2004 @Value published its first narrative report writing product, marketing itself with print ads in trade publications and sold by Thomas W. Armstrong and Ross Phelps while both worked primarily as appraisers at Armstrong Appraisal.

This product caught the attention of Integra Realty Resources, a large real estate appraisal organization with over 700 commercial appraisers. Integra licensed @Value for a major company wide deployment along with a contract for custom development. @Value produced two more major releases and eventually sold the source code to Integra in 2007.

In 2008 @Value was re-branded as Narrative 1, with an entirely new product architecture. Rebranding reasons included; differentiating from its main competitor Value Tech and technology changes that required a new platform.

Narrative 1's commercial appraisal software is written by Thomas W. Armstrong. Mr. Armstrong has been a practicing appraiser since 1987, and earned his MAI in 1992. His practice specializes in conservation easements in the Lakes Region of NH. He is a third generation appraiser whose software experience complements his commercial appraisal practice.

Narrative 1 specializes in narrative appraisal report templates, analytic tools, comps database and mapping systems.

Proposed New Project

This project will consist of the interior fit-up and finish work of approximately 2,000 square feet of 1st floor space at the Enterprise Center related and indirectly related to the needs of Narrative 1. The Enterprise Center is located at the new traffic circle in downtown Plymouth.

The bigger project is to tear down the existing structure and build on the same footprint that currently exists. The new 2 story building will house Narrative 1, as well as a small business incubator, another leasable space and some shared space including hallways, a conference room and bathrooms. The facility will also provide working space for business support services such as those from Small Business Development Center (SBDC), SCORE counselors, and GCEDC staff.

Narrative1 has experienced the need to expand further into the commercial appraisal, assessor and banking industries due to increased demand and to do this they will need to hire a minimum of 7 new employees.

This project specifically will be to do the interior fit-up and finish work of the 2,000 sq. foot space consisting of, but not be limited to items such as plumbing, electrical, lighting, heating and cooling, and finish work.

With the new space, while hiring 7 additional FT employees, Narrative 1 will be expanding economic opportunity for local area residents.

Narrative 1 will enter into a 3-year lease with GCEDC for the 2,000 square foot space, thereby providing GCEDC with additional revenue to assist with building fit up.

Cost of the Project

The total cost of the project is \$1,706,250, of which \$590,000 (including \$140,000 of CDBG funds if this application is approved) will be used towards the Narrative 1 space and its surrounding and shared space. \$564,000 will be used for construction costs, \$1,000 for architectural fees, \$5,000 for equipment such as cubicles, conference room equipment and audio visual equipment, and \$20,000 for municipal grant administration pertaining to the CDBG funds.

Benefit of the Project

The benefits of the project are; Narrative 1 will commit to bringing 6 existing jobs and creating 7 new FT jobs to the downtown area of Plymouth. At least 5 (or 71%) of the 7 jobs being created will be available to persons from a low- and moderate-income background, requiring no more than a high school diploma or equivalent. The positions are: (2) FT Technical Support at \$12.00/hr., (3) FT Sales/Account Manager at \$7.50/hr + commission based upon sales, (1) FT Software Developer and Code for Software at \$12/hr and (1) FT Intern at \$12/hr.

The newly created positions at Narrative 1 Software will offer the following benefits to employees: (1) Group Health Insurance (including Vision coverage): 50% of a single member premium paid for by Narrative 1 Software. Employee can buy the family plan at the discounted group rate; (2) Paid Vacation; (3) Paid Holidays; (4) Tuition assistance: 50% of tuition for courses leading to an Associate's degree will be paid, with supervisor's approval (5) Bereavement leave: 3 days for immediate family members (6) Other Employee Benefits: Monthly bonus can be earned according to performance, telecommuting is allowed, one flex day and on a biweekly basis the company buys lunch for the staff.

The new space will enable Narrative 1 to expand their operations while providing economic vitality to the downtown area of Plymouth.

This grant will offer GCEDC additional funds to assist with the interior fit up of the new 2 story building, while having a reliable tenant that will provide an income stream to the Enterprise Center to aid in covering overhead costs.

Administrative Costs

Administrative Costs are \$20,000 (14.3% of CDBG award) and are related to the management of the CDBG grant as follows:

Grant Administrator	\$ 13,000
Advertising	\$500
Legal	\$500
Audit	\$ 2,000
Application Writing	\$4,000
Total	\$ 20,000

CDBG Scoring

The application scored 266 points (265 required) and is eligible for funding consideration by the CDBG Advisory Committee.

Comments

- The business will be creating 7 FT jobs, of which 71% will be made available for low-to-moderate individuals in the Plymouth and surrounding areas. A benefit package will be offered to all of the employees.
- Narrative 1 is anticipating in the next three years with this expansion to see revenues increase 74% by expanding their business with small appraisal firms as well as into banks and municipalities.
- This building, which is currently uninhabited, will contribute to the downtown revitalization by improving the space and creating economic vitality to that section of town.
- Project has over a 3.1:1 leverage in match funds from EDA plus there will be additional funding from the business for working capital needs.
- CDFA is already invested in the Enterprise Center with \$560,000 in Tax Credit funds.
- Business is experienced and growing steadily with a 63% growth seen in 2011 over 2010 exclusively.

Staff Recommendation

Staff recommends funding of this application at the amount requested, with all customary CDBG contracting conditions in addition to those listed below.

Conditions:

- An itemized and finalized sources and uses budget to be provided to CDFA for review and approval outlining what CDBG funding and EDA funding will be used for prior to the release of any CDBG funds.
- A final design/build plan will be provided to CDFA for review and approval outlining the scope of the project prior to the release of any CDBG funds.
- A final and executed 3 year lease agreement between GCEDC and Narrative 1 Software, LLC be provided to CDFA upon execution for review and approval outlining the scope of the lease prior to the release of any CDBG funds.
- Jobs and Match funding be eligible from July 20, 2012, the date a complete application was received by CDFA.