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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH

Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

129 PLEASANT STREET, CONCORD, NH 03301
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January 31, 2017

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

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division for Behavioral Health, to enter into a **sole source** agreement with the New Hampshire Interscholastic Athletic Association, Inc. (Vendor #154201-B001), 251 Clinton Street, Concord, NH 03301, in an amount not to exceed \$500,000, to implement Life of an Athlete programs with New Hampshire students, effective July 1, 2017 or upon date of Governor and Executive Council approval, whichever is later, through June 30, 2019. 100% Other Funds (Governor's Commission on Alcohol and other Drug Prevention, Treatment, and Recovery).

Funds are anticipated to be available in the following accounts, in State Fiscal Year 2018 and State Fiscal Year 2019, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years, through the Budget Office if needed and justified, without further approval from Governor and Executive Council.

05-95-92-920510-3382 AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DIV OF BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
SFY 2018	102-500734	Contracts for Program Svc	TBD	\$250,000
SFY 2019	102-500734	Contracts for Program Svc	TBD	\$250,000
			TOTAL	\$500,000

EXPLANATION

This agreement is a **sole source** request because the New Hampshire Interscholastic Athletic Association (NHIAA) serves as the leader of school-based athletics and can work directly with schools to adopt and expand the successful Life of an Athlete program.

This agreement will increase adaptation of the model for middle school students statewide and aims to change school climates by empowering youth to make healthy lifestyle choices. Evaluation

results have illustrated the program has produced excellent outcomes that show students involved in the Life of an Athlete programs are making healthy decisions including the decision not to use substances. Approval of this agreement will allow the Department to continue to provide the Life of an Athlete program to students in New Hampshire.

Life of an Athlete is a comprehensive prevention program that educates youth on the immediate impact alcohol and other drugs have on athletic performance. The program is made up of five (5) core elements, which include:

1. codes of conduct;
2. pre-athletic season meetings (at least three (3), depending upon sports offered);
3. training for coaches;
4. trainings for student athlete leaders, and
5. building community support for consistent upholding of the codes of conduct.

The Contractor will ensure that 135 schools will implement at least one or more elements of Life of an Athlete and train up to 1,000 students, 200 coaches and 250 professionals. The Contractor will conduct surveys that evaluate the use of the Life of an Athlete program and utilize the results of those surveys to ensure program improvement.

Notwithstanding any other provision of the Contract to the contrary, no services shall be provided after June 30, 2017, and the Department shall not be liable for any payments for services provided after June 30, 2017, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2018-2019 biennia.

Should the Governor and Council not authorize this request for funding, the program will not be able to be expanded to middle school student-athletes.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

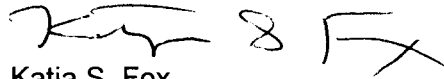
- As a result of participating in this program, students will report an increase in knowledge regarding the impact of substance misuse on athletic and school performance.
- As a result of participating in this program, students will report an increase in the perception of risk/harm in the use of substances.
- As a result of participating in this program, students will report an increase in the perception of peer disapproval if they use substances.

Area served: Statewide.

Source of Funds: 100% Other Funds from the Governor's Commission of Alcohol and other Drug Prevention, Treatment, and Recovery.

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

Respectfully submitted,



Katja S. Fox
Director

Approved by:



Jeffrey A. Meyers
Commissioner

Subject: Life of An Athlete

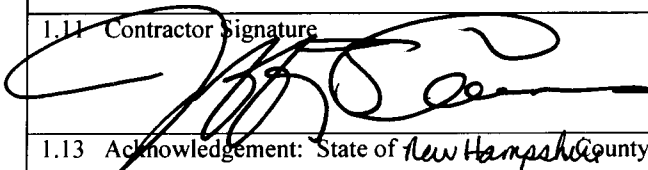
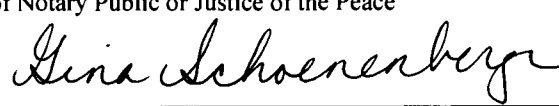
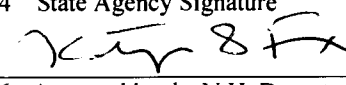


SS-2018-BDAS-01-LIFE0

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name NH Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name New Hampshire Interscholastic Athletic Association, Inc.		1.4 Contractor Address 251 Clinton Street Concord, NH 03301	
1.5 Contractor Phone Number 603-228-8671	1.6 Account Number 05-95-92-9250-33820000-102-500734	1.7 Completion Date June 30, 2019	1.8 Price Limitation \$500,000
1.9 Contracting Officer for State Agency Jonathan V. Gallo, Esq. Interim Director of Contracts and Procurement		1.10 State Agency Telephone Number 603-271-9246	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory JEFFREY T. COLLINS Sr. Director NHIAA	
1.13 Acknowledgement: State of <u>New Hampshire</u> County of <u>Merimack</u> On <u>January 23, 2017</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 		<div style="border: 1px solid black; padding: 5px;"> Gina M Schoenenberger Notary Public, State of New Hampshire My Commission Expires March 23, 2021 </div>	
1.13.2 Name and Title of Notary or Justice of the Peace <u>Gina Schoenenberger</u> Notary Public			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory <u>Katja S Fox, Director</u>	
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) (if applicable) By:  On: <u>Megan A. Fox - Attorney</u> <u>2/16/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By:  On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) 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 provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

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

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

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

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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

Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor will submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2017, and the Department shall not be liable for any payments for services provided after June 30, 2017, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2018-2019 biennia.

2. Scope of Services

- 2.1. The Life of An Athlete (LOA) program is a comprehensive multicomponent prevention program which empowers and motivates youth participating in athletics and leadership programs to make healthy choices and decisions by educating them on the impact alcohol and other drugs have on performance and development.

3. General Provisions

- 3.1. The Contractor is responsible for compliance with all relevant state and federal laws.
 - 3.1.1. Special attention is called to the following statutory responsibilities:
 - 3.1.1.1. Persons employed by the Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults and RSA 631:6, Assault and Related Offenses.
 - 3.1.1.2. All services provided pursuant to this Agreement shall be subject to the most current proposed or formalized rules and regulations promulgated by the Bureau of Drug and Alcohol Services (BDAS) pursuant to RSA 541 A.
 - 3.1.1.3. The Contractor shall maintain adherence to federal and state confidentiality laws specifically: 42 CFR Part 2B N.H. RSA 318 B: 12 and N.H. RSA 172:8-A.
- 3.2. Relevant Policies and Guidelines
 - 3.2.1. The Contractor shall maintain and promote a written policy for supporting a substance free workplace. This policy shall include a written statement regarding rules pertaining to alcohol, tobacco, and other drugs.



Exhibit A

- 3.2.2. The services provided for in this agreement shall be in addition to the services provided for in any other agreement between the State of New Hampshire Bureau of Drug and Alcohol Services (BDAS), any of its agencies, or any of its officers, and the Contractor.
- 3.2.3. Contractors considering clinical or sociological research using clients as subjects must adhere to the legal requirements governing human subjects research. Contractors must inform BDAS before initiating any research related to this contract.

3.3. Publications Funded Under Contract

- 3.3.1. All products produced under this contract are in the public domain.
- 3.3.2. All documents (written, video, audio) produced, reproduced or purchased under the contract shall have prior approval from Division for Behavioral Health (DBH) before printing, production, distribution, or use.
- 3.3.3. The Contractor shall credit Department of Health and Human Services (DHHS), Bureau for Drug and Alcohol Services (BDAS) on all materials produced under this contract.

4. Standards of Core Services

- 4.1. Services offered through this contract will help the contractor oversee state-wide implementation of the Life of an Athlete (LOA) Program. LOA is a comprehensive prevention program, which empowers and motivates youth to make healthy choices by teaching them about the immediate impact Alcohol and other Drugs (AOD) have on athletic performance.

LOA consists of five core components:

- 4.1.1. CODES OF CONDUCT: development of and consistent enforcement of codes of conduct.
- 4.1.2. PRE-SEASON MEETINGS: development and incorporation of clear messages about the impact of lifestyle choices on athletic performance.
- 4.1.3. TRAINING FOR COACHES: skill building for coaches to positively confront behaviors of concern, model healthy behavior and incorporate messages on the impact of lifestyle choices on performance, into regular team communication.
- 4.1.4. TRAININGS FOR STUDENT ATHLETE LEADERS: skill building for youth to positively confront behaviors of concern for themselves and among their teammates, model healthy behavior and reinforce messages from their coach on the impact lifestyle choices have on performance.
- 4.1.5. STAKEHOLDERS UNITY: build community support for consistent upholding of the codes.

4.2. Contractors Minimum Required Services

- 4.2.1. Dedicated staff



Exhibit A

4.2.1.1. The contractor must maintain three (3) full time equivalent staff with one full time staff to serve as the Program Director. The Program Director must be a Certified Prevention Specialist or able to obtain certification status within one year.

4.2.1.2. The Program Director shall:

- (A) Develop effective dissemination tools including:
 - (i) Template presentations
 - (ii) Template policies
 - (iii) Student Leadership materials
 - (iv) Coach materials; and
 - (v) Stakeholder trainings
- (B) Support evaluation activities related to LOA implementation.
- (C) Ensure that evaluation sites receive Technical Assistance and maintain an adequate response rate to surveys of at least 60% of participants.
- (D) Coordinate state-wide LOA trainings to increase knowledge and skills of:
 - (vi) Coaches
 - (vii) Athletes
 - (viii) Parents
 - (ix) Community stakeholders.
 - (x) Administration
- (E) Manage social media related to LOA, increasing the number of web-site hits, tweets, re-tweets, posts and re-posts.

4.2.2. Pre-Season Meeting

4.2.2.1. The contractor shall ensure participating schools:

- (A) Incorporate messages about the impact of Alcohol and other Drugs (AOD) on athletic performance into their existing pre-season meeting with parents and athletes and review expectations of involvement in the program.
- (B) Utilize student leaders to deliver messages about the:
 - (i) Impact alcohol and other drugs have on performance.
 - (ii) Conditions of involvement in the program.
- (C) Encourage parents/guardians who are not able to attend the in-person mandatory meeting, attend a web-based training on the impact of AOD on athletic performance in addition to meeting individually with the athletic director to review expectations for involvement.

4.2.3. Codes of Conduct

4.2.3.1. The contractor shall ensure participating schools:



Exhibit A

- (A) Work toward the LOA model codes and Governor's Model School Policies, including the Top 5 document, by comparing the codes from each implementing school at the beginning and end of each school year.
 - (i) The LOA Model Codes include:
 - 1. Year round enforcement (including the summer).
 - 2. Carry forward of consequences to the next season.
 - 3. Use a tiered system for consequences.
 - 4. Stricter consequence for:
 - a. Student leaders caught violating the policy.
 - b. Student leaders that host an underage party where there is drinking and/or illegal drugs.
 - c. Violation of an honesty clause during an investigation.
 - 5. Continuation of participation.
 - 6. Referral to counseling.
 - 7. Use of the Restorative Justice Model.
 - 8. Suspensions for a percentage of season rather than number of days.
 - 9. Consequences for being, "in the presence of illegal drugs and/or alcohol).
 - 10. Knowledge, understanding and agreement in the signature line signed by parent/guardian and athlete.
- (B) The LOA staff will collaborate with a qualified health evaluator to assess the statewide efficacy of AOD policies using the following measurements tools:
 - (i) Youth risk behavior data.
 - (ii) LOA policy compliance data Focus Groups with student leaders, coaches, parents, administrators and community stakeholders.

4.2.4. Coach Engagement

- 4.2.4.1. To facilitate collaboratively held trainings with the Bureau of Drug and Alcohol Services' Regional Public Health Networks Substance Misuse Prevention Coordinator.

The contractor shall:

- (A) Hold an in-person training every year to improve coaches' knowledge and skills to:
 - (i) Model healthy behavior.
 - (ii) Discuss the impact AOD has on athletic performance with students.
 - (iii) Use the principals contained in the Restorative Justice Model to positively address behaviors of concern.

4.2.5. Student Leadership

- 4.2.5.1. To facilitate collaboratively held trainings with the Bureau of Drug and Alcohol Services' Regional Public Health Networks Substance Misuse Prevention Coordinator. The contractor shall:

- (A) Hold in-person trainings to improve student athlete leader's knowledge and skills to:



Exhibit A

- (i) Model healthy behavior.
- (ii) Discuss the impact AOD has on athletic performance with peers and near-peers.
- (iii) Use the principals contained in the Restorative Justice Model to positively address behaviors of concern.

- (B) Encourage schools to work with student leaders to present the following at the Pre-Season Meeting:
 - (i) The impact of Alcohol and other drugs on athletic performance.
 - (ii) Conditions of involvement in the athletic program.

4.2.6. Stakeholder Unity

- 4.2.6.1. To increase community support for updating, equitably enforcing and upholding local codes of conduct using the LOA model codes as a guide. The contractor shall:

- (A) Develop LOA materials to meet the needs of New Hampshire communities.
- (B) Review materials to ensure they are culturally competent, linguistically appropriate, and easily understood.
- (C) Provide technical assistance to local presentations for the school community, business leaders, law enforcement, healthcare providers, and governmental representatives.

4.3. Compliance measures

- 4.3.1. The contractor shall:

- 4.3.1.1. By the end of year one of this contract:

- (A) Maintain a response rate of 50% for surveys used in the state-wide evaluation of LOA.
- (B) Conduct 5 focus groups to gather user input.
- (C) Host 50 trainings.
- (D) Provide evaluation and training on LOA to a minimum of:
 - (i) 1,000 students
 - (ii) 100 coaches
 - (iii) 100 professionals
 - (iv) Use evaluation data to improve the quality of the trainings.
- (E) Ensure 5 school districts conduct a middle school LOA program in collaboration with the high school LOA program.
- (F) Ensure 75 schools implement one of the components of LOA.
- (G) Ensure 60 schools implement the five core components of LOA.



Exhibit A

- (H) Ensure 10 high schools base their athletic policies on the principals of the Restorative Justice Model.
- 4.3.1.2. By the end of year two of this contract:
 - (A) Maintain a response rate of 60% for surveys used in the state-wide evaluation of LOA.
 - (B) Conduct 10 focus groups to gather input.
 - (C) Host 100 trainings.
 - (D) Provide training on LOA to a minimum of:
 - (1) 2,000 students
 - (2) 200 coaches
 - (3) 200 professionals
 - (E) Ensure 8 school districts conduct a middle school LOA program in collaboration with the high school LOA program.
 - (F) Ensure 80 schools implement at least one component of LOA.
 - (G) Ensure 65 schools implement the five core components of LOA.
 - (H) Ensure 10 high schools base their athletic policies on the Restorative Justice Model.
 - (I) Update LOA policies based on local data and present findings to 150 school administrators.

4.4. Data Reporting Requirements

- 4.4.1. The Contractor must have the ability to communicate and submit required reports via e-mail.
- 4.4.2. The Contractor shall submit the following reports in formats approved and/or provided by the BDAS unit:
 - 4.4.2.1. The contractor agrees to enter all data into the Web Infrastructure Technology System (WITS), within the prevention domain, within twenty (20) business days of the end of the following month. The WITS is managed and owned by the BDAS-DHHS and maintained and hosted by FEI Inc.. All data entered into WITS will be monitored for quality assurance purposes and contract performance, and will be used for statistical analysis as well as aggregate data reporting and any other analysis deemed appropriate by the contracting agency and the BDAS/DHHS and as required by FEI Inc. to ensure fidelity and integrity of the system.
 - 4.4.2.2. In addition to the preceding, the contractor shall inform any individual and or entity from whom information is requested, or otherwise represented as data, for entry into the WITS of the necessity for, and use of this data. The contractor shall also require the execution of a signed authorization for release of information from any individual or entity allowing this information to be collected and used for evaluation purposes.



Exhibit A

- 4.4.2.3. This contracted scope of work is supported in, and by, both state and funds from the Governor's Commission on Alcohol and other Drug's Prevention, Treatment and Recovery, therefore both funders will have access to LOA data entered into WITS.
- 4.4.2.4. The Contractor shall submit monthly expenditure reports for reimbursement of costs associated with contract activities, by the 20th business day following the month.
- 4.4.2.5. Without limiting the generality of any other provisions of this agreement, the Contractor shall provide any periodic or special reports required by the State.
- 4.4.2.6. Without limiting the generality of any other provisions of this agreement, the Contractor shall cooperate fully with, and answer all questions of, representatives of the State conducting any periodic or special review of the performance of the Contractor or any inspection of the facilities of the Contractor.
- 4.4.2.7. BDAS may withhold, in whole or in part, any payment for the ensuing period of the Agreement until the Contractor submits the above reports to BDAS's satisfaction, unless a waiver has been granted.

4.5. Bi-Annual Site Visits

- 4.5.1. The Contractor shall allow a team authorized by BDAS to conduct bi-annual site reviews that will include the Direct Service Provider responsible for the implementation of LOA, fiscal oversight manager, the Contractor or designee, Evaluator, and BDAS. This site visit will review the Contractor's systems of governance, administration, WITS data collection and submission, and financial management in order to assure systems are adequate to provide the contracted services. The Contractor shall make corrective actions as advised by the review team if contracted services are not found to be provided in accordance with this contract.

4.6. Evidence Based Core Components

- 4.6.1. In support of the NH DHHS's, Bureau of Drug and Alcohol Services' commitment to funding evidence-based interventions to prevent and reduce alcohol and other drug problems, contractors are required to work with the NH Center for Excellence to ensure the following:
 - 4.6.1.1. For those contractors implementing interventions from the federal registry of evidence-based practice or based on an intervention listed on such a registry, that core elements articulated within the federal registry for the intervention will be implemented with fidelity.
 - 4.6.1.2. For those contractors implementing interventions that are not from the federal registry of evidence- based interventions, you are required to contact NH Center for Excellence to assist you with establishing the core elements that meet evidenced based status of intervention, implementation and evaluation.



Exhibit A

- 4.6.1.3. For more information, <http://www.dhhs.nh.gov/dcbcs/bdas/prevention.htm>.
Process for NH prevention providers to select evidence-based interventions.



Exhibit B

Method and Conditions Precedent to Payment

- 1) The State shall pay the contractor an amount not to exceed the Price Limitation, Block 1.8 of the Form P-37, General Provisions of this Agreement, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
 - 1.1. This contract is funded with Other Funds from the Governor's Commission of Alcohol and other Drug Prevention, Treatment and Recovery.
 - 1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements. Failure to meet the scope of services may jeopardize the funded contractor's current and/or future funding.
- 2) Payment for said services shall be made monthly as follows:
 - 2.1. Payment shall be on a cost reimbursement basis for allowable expenditures incurred in the fulfillment of this agreement, and shall be in accordance with the approved line item. Allowable costs and expenses shall be determined by the Department in accordance with applicable state and federal laws and regulations.
 - 2.2. The Contractor will submit an invoice in a form satisfactory to the State by the twentieth (20th) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The invoice must be completed, signed, dated and returned to the Department in order to initiate payment.
 - 2.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available. Contractors will keep detailed records of their activities related to DHHS-funded programs and services.
 - 2.4. The final invoice shall be due to the State no later than sixty (60) days after the contract Completion Date, Form P-37, Block 1.7.
 - 2.5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:
Financial Manager
Division for Behavioral Health
Bureau of Drug and Alcohol Services
129 Pleasant Street,
Concord, NH 03301
 - 2.6. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Scope of Services.
 - 2.7. When the contract price limitation is reached the program shall continue to operate at full capacity at no charge to the Department for the duration of the contract period.
 - 2.8. The Contractor shall have written authorization from the State prior to using contract funds to purchase or lease any equipment with a cost in excess of three hundred dollars (\$300) and with a useful life beyond one year.



1/23/17



Exhibit B

-
- 3) Notwithstanding paragraph 18 of the General Provisions P-37, limited to adjustments to amounts between budget line items, related items, amendments of related budget exhibits within the price limitation, and to adjust encumbrances between State Fiscal Years, may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.


1/23/7

Exhibit B-1 Budget

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: NH Interscholastic Athletic Association, Inc.

Budget Request for: Life of an Athlete
(Name of RFP)

Budget Period: SFY 2018 July 1, 2017 - June 30, 2018

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 96,682.00	\$ 7,734.56	\$ 104,416.56	
2. Employee Benefits	27,475.50	\$ 2,198.04	\$ 29,673.54	
3. Consultants		\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 1,500.00	\$ 120.00	\$ 1,620.00	
6. Travel	\$ 10,000.00	\$ 800.00	\$ 10,800.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,650.00	\$ 132.00	\$ 1,782.00	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 9,173.98	\$ 733.92	\$ 9,907.90	
11. Staff Education and Training	\$ 1,000.00	\$ 80.00	\$ 1,080.00	
12. Subcontracts/Agreements	\$ 84,000.00	\$ 6,720.00	\$ 90,720.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 231,481.48	\$ 18,518.52	\$ 250,000.00	

Indirect As A Percent of Direct

8.0%

Contractor Initials: 

Date: 1/23/17

Exhibit B-2 Budget

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: NH Interscholastic Athletic Association, Inc.

Budget Request for: Life of an Athlete

(Name of RFP)

Budget Period: SFY 2019 July 1, 2018 - June 30, 2019

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 99,244.50	\$ 7,939.56	\$ 107,184.06	
2. Employee Benefits	\$ 27,971.50	\$ 2,237.72	\$ 30,209.22	
3. Consultants		\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 1,500.00	\$ 120.00	\$ 1,620.00	
6. Travel	\$ 10,000.00	\$ 800.00	\$ 10,800.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,650.00	\$ 132.00	\$ 1,782.00	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 10,115.48	\$ 809.24	\$ 10,924.72	
11. Staff Education and Training	\$ 1,000.00	\$ 80.00	\$ 1,080.00	
12. Subcontracts/Agreements	\$ 80,000.00	\$ 6,400.00	\$ 86,400.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 231,481.48	\$ 18,518.52	\$ 250,000.00	

Indirect As A Percent of Direct

8.0%

Contractor Initials

Date:

1/23/17



SPECIAL PROVISIONS

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

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



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


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

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.



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

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services:** Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or


Date 12/31/14



more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.

18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF
WHISTLEBLOWER RIGHTS (SEP 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.


(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis


11/20/17



- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

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

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

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


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

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



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
 4. **CONDITIONAL NATURE OF AGREEMENT.**
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language:
 - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
 - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
 - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
 - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
 - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

Contractor Initials 
Date 1/23/17



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

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

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

New Hampshire Department of Health and Human Services
Exhibit D



- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Contractor Name:

1/23/17
Date

Name: _____
Title: _____

Contractor Initials [Signature]
Date 1/23/17



CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

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

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

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

Contractor Name:

1/23/17
Date




Name: _____
Title: EXECUTIVE DIRECTOR, NHIAA

Exhibit E – Certification Regarding Lobbying

Contractor Initials 
Date 1/23/17




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

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

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and


1/23/17



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS


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


LOWER TIER COVERED TRANSACTIONS

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
- 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name:

1/23/17
Date


Name: _____
Title: EXECUTIVE DIRECTOR, NHIAA


Contractor Initials: _____
Date: 1/23/17



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND
WHISTLEBLOWER PROTECTIONS**

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

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations
and Whistleblower protections

Contractor Initials

Date

1/23/17

New Hampshire Department of Health and Human Services
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

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

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name:


1/23/17
Date


Name: _____
Title: EXECUTIVE DIRECTOR, NHIAA

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials


Date 1/23/17



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE


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

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

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

Contractor Name:

1/23/17
Date


Name: _____
Title: EXECUTIVE DIRECTOR, NHCAA

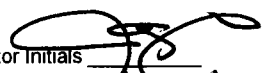
Contractor Initials 
Date 1/23/17



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.


1/23/17



Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

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

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

[Handwritten Signature]
1/23/17



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

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

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
 - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - o The unauthorized person used the protected health information or to whom the disclosure was made;
 - o Whether the protected health information was actually acquired or viewed
 - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

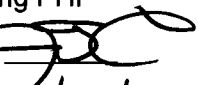

1/23/17



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

[Handwritten Signature]
1/23/17



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

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

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

[Handwritten Signature]
1/23/17



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

Department of Health and Human Services

The State

Katja S Fox

Signature of Authorized Representative

Katja S Fox

Name of Authorized Representative

Director

Title of Authorized Representative

2/1/2017

Date

NEW HAMPSHIRE INTERSCHOOL ATHLETIC ASSOCIATION

Name of the Contractor

Jeffrey T. Collins

Signature of Authorized Representative

JEFFREY T. COLLINS

Name of Authorized Representative

EXECUTIVE DIRECTOR

Title of Authorized Representative

1/23/17

Date

JC

1/23/17



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

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

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

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

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


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

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

Contractor Name:

Date _____


Name: _____
Title: EXECUTIVE DIRECTOR, NHIAA


Contractor Initials _____
Date 1/23/17



FORM A

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

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

X NO _____ YES

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

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

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

_____ NO _____ YES

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

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

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

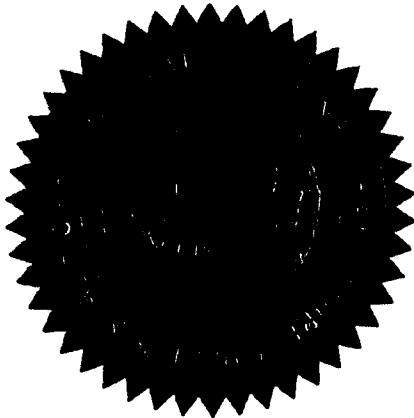
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____

State of New Hampshire
Department of State

RECEIVED AUG 22 2016

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC. is a New Hampshire nonprofit corporation formed October 11, 1951. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 18th day of August A.D. 2016

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Jason Parent, do hereby certify that:

1. I am the duly elected President of The New Hampshire Interscholastic Athletic Association (NHIAA).
2. The following is a true copy of the resolution duly adopted at a meeting of the NHIAA Council duly held on January 19, 2017:

RESOLVED:

7.13 LOA State Contract Requirements – Certificate of Vote

Mr. Collins requested the Council to take a vote to provide him authority to sign contracts with the State of NH for the LOA program.

A motion was made by Mr. Morgan and seconded by Mr. Nelson to allow the NHIAA Executive Director, Jeffery T. Collins the authority to sign contracts with the State of NH for the LOA program.

Vote: 15 In Favor 0 Opposed 0 Abstained Motion Carried

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 25 day of January, 2017.
4. Jeffrey T. Collins is the duly elected Executive Director of the NHIAA.


(Signature of Council President)

STATE OF NEW HAMPSHIRE

County of Rockingham

The forgoing instrument was acknowledged before me this 25th day of January, 2017, By Jason Parent.


(Notary Public/Justice of the Peace)

Commission Expires: _____





CERTIFICATE OF LIABILITY INSURANCE

NHINTER-01

MSNELL

DATE (MM/DD/YYYY)

8/5/2016

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

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

PRODUCER Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME: Mary Ellen Snell, CIC PHONE (A/C, No, Ext): (603) 715-9754 E-MAIL ADDRESS: msnell@davistowle.com FAX (A/C, No): (603) 225-7935														
INSURED NH Interscholastic Athletic Association, Inc. 251 Clinton Street Concord, NH 03301	<table><tr><td>INSURER(S) AFFORDING COVERAGE</td><td>NAIC #</td></tr><tr><td>INSURER A : Utica National Insurance Group</td><td></td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Utica National Insurance Group		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Utica National Insurance Group															
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CPP1497447	08/01/2016	08/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			4949646	08/01/2016	08/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CULP1496447	08/01/2016	08/01/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input checked="" type="checkbox"/> N	N / A		1796064	08/01/2016	08/01/2017	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

The Certificate Holder is included as Additional Insured with respect to General Liability and Umbrella Liability. General Liability additional insured provision includes ongoing and completed operations when required by written contract

CERTIFICATE HOLDER

CANCELLATION

CERTIFICATE HOLDER NH Dept of Health & Human Services 129 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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NHIAA Mission Statement

The mission of the New Hampshire Interscholastic Athletic Association, as the leader of high school athletics, is to ensure fair play in competition and equal opportunity in interscholastic programs.

Life of an Athlete Mission Statement

The mission of Life of an Athlete is to strategically support the ongoing collaborative efforts that empower athletes, students, coaches, school leaders, parents, and community members in promoting leadership development, healthy lifestyle choices, and respect for self and others.

**NEW HAMPSHIRE INTERSCHOLASTIC
ATHLETIC ASSOCIATION, INC.**

Financial Statements

June 30, 2016 and 2015

and

Independent Auditor's Report

**NEW HAMPSHIRE INTERSCHOLASTIC
ATHLETIC ASSOCIATION, INC.**

FINANCIAL STATEMENTS
June 30, 2016 and 2015

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INDEPENDENT AUDITOR'S REPORT

To the Council
New Hampshire Interscholastic
Athletic Association, Inc.

We have audited the accompanying financial statements of the New Hampshire Interscholastic Athletic Association, Inc. (a non-profit organization) which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

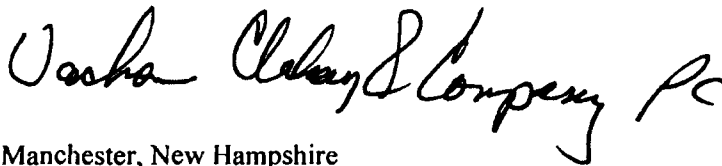
Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Interscholastic Athletic Association, Inc. as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of expenses and schedules of game revenues and expenses are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

A handwritten signature in black ink that reads "Joshua Clayton & Company PC". The signature is written in a cursive, flowing style.

Manchester, New Hampshire
October 11, 2016

EXHIBIT A
NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
STATEMENTS OF FINANCIAL POSITION
For the Years Ended June 30, 2016 and 2015

	ASSETS	<u>2016</u>	<u>2015</u>
CURRENT ASSETS:			
Cash		\$ 715,202	\$ 894,709
Investments		752,339	508,332
Accounts receivable		185,439	147,188
Prepaid expenses		45,260	21,651
TOTAL CURRENT ASSETS		<u>1,698,240</u>	<u>1,571,880</u>
NONCURRENT ASSETS:			
Assets restricted for scholarships		2,202	4,277
Land, building and equipment, Net		402,037	383,616
Software, net		15,248	1,553
TOTAL NONCURRENT ASSETS		<u>419,487</u>	<u>389,446</u>
TOTAL ASSETS		<u>\$ 2,117,727</u>	<u>\$ 1,961,326</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES:			
Accounts payable		\$ 47,869	\$ 50,835
Prepaid dues		7,840	119
Accrued expenses		31,340	45,864
Deferred revenue		5,115	9,840
Current portion of capital lease		2,226	2,152
TOTAL CURRENT LIABILITIES		<u>94,390</u>	<u>108,810</u>
LONG-TERM OBLIGATIONS:			
Capital lease, Less current portion of \$2,226 in 2016 and \$2,152 in 2015		<u>13,541</u>	-
TOTAL LONG-TERM OBLIGATIONS		<u>13,541</u>	-
TOTAL LIABILITIES		<u>107,931</u>	<u>108,810</u>
NET ASSETS:			
Unrestricted:			
Undesignated		1,763,028	1,643,001
Temporarily restricted - Preston Clark Scholarship Fund		2,202	4,277
Temporarily restricted - Student leadership sponsorships		12,077	11,343
Temporarily restricted - Life of an Athlete		232,489	193,895
TOTAL NET ASSETS		<u>2,009,796</u>	<u>1,852,516</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 2,117,727</u>	<u>\$ 1,961,326</u>

See notes to financial statements

EXHIBIT B
NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
CHANGES IN UNRESTRICTED NET ASSETS:		
Game revenues	\$ 784,892	\$ 771,023
Membership dues	306,725	311,400
Broadcasting and corporate sponsorships	125,540	129,040
Officials Registrations	88,535	58,872
Coaches education	88,737	86,820
Rulebook sales	19,167	20,069
Hall of fame banquet	8,635	10,285
Scholar athlete banquet	2,500	
Annual meeting	7,350	7,950
Athletic secretary conference	2,750	2,945
Workshops	360	220
Earnings from investments	43,544	29,330
Realized and unrealized net gain (loss) on investments	(49,479)	(32,383)
Other income	81,843	119,323
TOTAL UNRESTRICTED REVENUES AND GAINS	<u>1,511,099</u>	<u>1,514,894</u>
NET ASSETS RELEASED FROM RESTRICTIONS:		
Satisfaction of program restrictions	384,605	376,968
TOTAL NET ASSETS RELEASED FROM RESTRICTIONS	<u>384,605</u>	<u>376,968</u>
TOTAL UNRESTRICTED REVENUES, GAINS AND OTHER SUPPORT	<u>1,895,704</u>	<u>1,891,862</u>
EXPENSES	<u>1,775,677</u>	<u>1,634,202</u>
INCREASE IN UNRESTRICTED NET ASSETS	<u>120,027</u>	<u>257,660</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS:		
Investment income (loss)	(75)	(74)
Student leadership sponsorship	7,000	2,000
Life of an Athlete grant	414,933	434,398
Net assets released from restrictions	(384,605)	(376,968)
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED ASSETS	<u>37,253</u>	<u>59,356</u>
INCREASE IN NET ASSETS	<u>157,280</u>	<u>317,016</u>
NET ASSETS, July 1	<u>1,852,516</u>	<u>1,535,500</u>
NET ASSETS, June 30	<u>\$ 2,009,796</u>	<u>\$ 1,852,516</u>

See notes to financial statements

EXHIBIT C
NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Cash Flows From Operating Activities:		
Cash received from participants and supporters	\$ 1,796,480	\$ 1,794,636
Interest and dividends received	43,469	29,256
Other	81,843	119,323
Cash paid to employees	(732,645)	(599,531)
Cash paid to suppliers	<u>(1,030,264)</u>	<u>(969,617)</u>
Net Cash Provided by Operating Activities	<u>158,883</u>	<u>374,067</u>
Cash Flows From Investing Activities:		
Purchases of investments	(451,377)	(29,223)
Proceeds from sale of investment securities	157,290	
Purchase of capital assets	<u>(60,594)</u>	<u>(14,039)</u>
Net Cash (Used) by Investing Activities	<u>(354,681)</u>	<u>(43,262)</u>
Cash Flows From Financing Activities:		
Proceeds from new capital lease	17,993	-
Payments on capital leases	<u>(4,378)</u>	<u>(2,105)</u>
Net Cash (Used) by Financing Activities	<u>13,615</u>	<u>(2,105)</u>
Net Increase (Decrease) in Cash	(182,183)	328,700
Cash and Cash Equivalents, Beginning of Year	<u>899,587</u>	<u>570,887</u>
Cash and Cash Equivalents, End of Year	<u>\$ 717,404</u>	<u>\$ 899,587</u>
Reconciliation of Changes in Net Assets to Net Cash		
Provided by Operating Activities:		
Change in net assets	\$ 157,280	\$ 317,016
Adjustments to Reconcile Changes in Net Assets to		
Net Cash Provided by Operating Activities:		
Depreciation and amortization	36,427	29,107
Net unrealized (gain) loss on investments	49,479	32,383
(Increase) decrease in accounts receivable	(38,250)	19,627
(Increase) decrease in prepaid expenses	(23,609)	15,719
Decrease (increase) in accounts payable	(10,916)	616
(Decrease) increase in prepaid dues	7,721	(7,006)
(Decrease) in accrued expenses	(14,524)	(5,778)
(Decrease) in deferred revenues	<u>(4,725)</u>	<u>(27,617)</u>
Net Cash Provided by Operating Activities	<u>\$ 158,883</u>	<u>\$ 374,067</u>
Net value of game supplies and other products		
from corporate sponsor	<u>\$ 25,390</u>	<u>\$ 25,390</u>

See notes to financial statements

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended June 30, 2016 and 2015

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The New Hampshire Interscholastic Athletic Association, Inc. (The Association) is a non-profit association organized under the laws of the State of New Hampshire. The Association is responsible for the coordination of all recognized interscholastic athletic events for its member schools within the State of New Hampshire.

The Association's principal sources of revenues include revenues from post-season tournament play, membership dues from member schools and corporate sponsorship programs.

Basis of Presentation

The Association is required to report under Not-for-Profit pronouncements by FASB Accounting Standards Codification. Under these pronouncements, the Association is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets, based upon the existence or absence of donor-imposed restrictions.

Basis of Accounting

The Association uses the accrual basis of accounting for financial reporting purposes.

Pervasiveness of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures.

Recognition of Donor Restrictions

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Contributions

As required by generally accepted accounting principles, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending upon the existence and/or nature of any donor restrictions.

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

Property and Equipment

Property and equipment are stated at cost. The Association charges depreciation to expense which allocates the cost of equipment over the estimated useful life of the asset. The provision for depreciation is determined by the straight-line method at rates intended to amortize the cost of related assets over their estimated useful lives as follows:

	<u>Years</u>
Building	39
Equipment	3-10

Accrued Vacation

Full time personnel accrue paid vacation at the rate of one (1) day per month or twelve (12) working days per year. Employees may accumulate unused vacation days between five (5) and forty-five (45) days based on job classification. Such accumulations are payable to the employee upon separation from employment.

Income Taxes

The Association has received determination letters from the Internal Revenue Service stating that they qualify for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code for their exempt function income. In addition, the Association and its Affiliate are not subject to state income taxes.

Generally accepted accounting principles has prescribed rules regarding how the Association should recognize, measure and disclose in its financial statements tax positions that were taken or will be taken on the Association's tax returns that are reflected in measuring current or deferred income tax assets and liabilities. Differences between tax positions taken in a tax return and amounts recognized in the financial statements will generally result in an increase in a liability for income tax payable or a reduction in a deferred tax asset or an increase in a deferred tax liability. The Association did not have any unrecognized tax benefits and determined the impact of this new interpretation was not material to the financial statements. During the fiscal years ended June 30, 2016 and 2015, no new additional unrecognized tax benefits were identified. As of June 30, 2016, the tax years ending June 30, 2015, 2014, and 2013 are open for possible tax examination.

During the years ended June 30, 2016 and 2015, the Association had unrelated business income from advertising and a corporate sponsor. The provision for unrelated business income tax is \$0 for the year ended June 30, 2016 and \$300 for the year ended June 30, 2015.

Cash and Cash Equivalents

For the purposes of the statements of cash flows, the Association considers all unrestricted highly liquid investments of three months or less to be cash equivalents as follows:

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Cash	\$ 715,202	\$ 894,709
Liquid cash included in investments	<u>2,202</u>	<u>4,878</u>
	<u>\$ 717,404</u>	<u>\$ 899,587</u>

Fair Value of Financial Instruments

Cash and cash equivalents, trade receivables, accounts payable, accrued expenses and other liabilities are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts which could be realized upon immediate liquidation.

NOTE 2--INVESTMENTS

Fair Value Measurements

The Association reports under the Fair Value Measurements, which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below.

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 – Inputs to the valuation include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in active markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs at the closing price reported on the active market on which the individual securities are traded.

Following is a description of the valuation methodologies used for assets measured at fair value.

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

Cash or cash equivalent money market funds: Valued at acquisition cost.

Common stocks, unit investment equities, and U.S. government securities: Valued at the closing price reported on the active market on which the individual securities are traded.

Mutual funds: Valued at the net asset value ("NAV") of shares held by the Association at year end.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Association believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Association's assets at fair value:

<u>Assets at Fair Value as of June 30, 2016</u>				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money Market Funds	\$ 2,202			\$ 2,202
Mutual funds	752,339			752,339
Total assets at fair value	<u>\$ 754,541</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 754,541</u>

<u>Assets at Fair Value as of June 30, 2015</u>				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money Market Funds	\$ 4,878			\$ 4,878
Mutual Funds	508,332			508,332
Total assets at fair value	<u>\$ 513,210</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 513,210</u>

Investment Valuation and Income Recognition

The Association's investments as of June 30, 2016 and 2015 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Association at year-end.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date.

Investments consist of equity and debt securities, mutual funds, and money market investments which are carried at market value (adjusted annually). Realized and unrealized gains and losses are reflected in the statement of activities. Assets held in the investment account were as follows at June 30, 2016 and 2015:

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

June 30, 2016

	<u>Cost</u>	<u>Market Value</u>	<u>Unrealized Gain (Loss)</u>
CURRENT ASSETS:			
Cash management funds	\$ 2,202	\$ 2,202	
Mutual funds	<u>800,045</u>	<u>752,339</u>	<u>\$ (47,706)</u>
	<u>\$ 802,247</u>	<u>\$ 754,541</u>	<u>\$ (47,706)</u>

June 30, 2015

	<u>Cost</u>	<u>Market Value</u>	<u>Unrealized Gain (Loss)</u>
CURRENT ASSETS:			
Cash management funds	\$ 4,878	\$ 4,878	
Mutual Funds	<u>522,559</u>	<u>508,332</u>	<u>\$ (14,227)</u>
	<u>\$ 527,437</u>	<u>\$ 513,210</u>	<u>\$ (14,227)</u>

Concentrations of Credit Risk Arising from Cash Deposits in Excess of Insured Limits

The Association maintains cash balances at several financial institutions located in New Hampshire. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2016, the Association's uninsured cash balances total \$253,857.

NOTE 3--ACCOUNTS RECEIVABLE

All receivables are considered fully collectible within the next fiscal year. Accounts receivable consist of the following at June 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>
Merchandise sale receivables	\$ 10,000	\$ 10,000
Corporate Sponsors	-	2,000
State of New Hampshire	112,719	86,470
Broadcasting contracts	10,100	8,000
Due from participating schools	50,795	17,323
Rulebook sales	14	-
Other miscellaneous receivables	<u>1,811</u>	<u>23,395</u>
	<u>\$ 185,439</u>	<u>\$ 147,188</u>

NOTE 4--LAND, PROPERTY AND EQUIPMENT

Land, property and equipment consist of the following:

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Land and land improvements	\$ 83,786	\$ 83,786
Building	505,308	475,358
Equipment	<u>142,216</u>	<u>141,044</u>
	731,310	700,188
Accumulated depreciation/amortization	<u>329,273</u>	<u>316,572</u>
	<u>\$ 402,037</u>	<u>\$ 383,616</u>

A capital lease is included as part of equipment. (See Note 6)

NOTE 5--SOFTWARE

Software consists of the following:

	<u>2016</u>	<u>2015</u>
Software	\$ 88,604	\$ 72,601
Accumulated amortization	<u>73,356</u>	<u>71,048</u>
	<u>\$ 15,248</u>	<u>\$ 1,553</u>

NOTE 6--CAPITAL LEASE

The Association entered into a lease agreement to lease electronic documentation software under a capital lease. The economic substance of the lease is that the Association is financing the acquisition of the assets through the lease, and accordingly, it is recorded in the Association's assets and liabilities.

The Capital Asset of \$16,623 and \$8,995 as of June 30, 2016 and 2015 respectively is recorded as part of equipment. Accumulated amortization at June 30, 2016 and 2015 is \$1,662 and \$8,995, respectively. The lease agreement contains a bargain purchase option at the end of the lease term.

The following is a schedule by years of future minimum payments required under the lease together with their present value at June 30, 2016:

<u>Year ending June 30,</u>	
2016	<u>\$ 15,767</u>
Total minimum lease payments	21,322
Less amount representing interest	<u>5,555</u>
Present Value of Lease Payments	<u>\$ 15,767</u>

Amortization of assets held under capital lease is included with depreciation expense.

NOTE 7--FUNCTIONAL EXPENSES

The Association generally reports on the natural classification of expenses. Functional expense allocations are based on the estimated allocation to direct programming costs to specific programs and supporting services (Management and General Expenses). The summary of functional expenses is reported as follows based on direct and allocated costs for the years ended June 30, 2015 and 2014.

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Functional Expenses		
Sports programming	\$ 1,114,619	\$ 1,014,840
Coaches education	22,451	21,429
Life of An Athlete Program	373,092	378,353
Total programming costs	1,510,162	1,414,622
Management and General Expenses	265,515	219,500
	<u>\$ 1,775,677</u>	<u>\$ 1,634,122</u>

NOTE 8--PENSION PLANS

The Association has a defined contribution plan (sponsored tax sheltered annuity plan under Section 403 (b) of the Internal Revenue Code) which covers substantially all of its employees who meet the eligibility requirements of the Internal Revenue Code. The Association contributed \$49,940 and \$30,234 to the plan in 2016 and 2015, respectively.

NOTE 9--CONTINGENCIES

The Association receives funds under contracts from private and State sources, which require that the Association use the funds within certain periods and for purposes specified by governing laws and regulations. If expenses should be found not to have been made in compliance with the laws and regulations, the Association might be required to repay the funds.

No provisions have been made for these contingencies because specific amounts, if any, have not been determined or assessed by government audits as of June 30, 2016 and 2015.

NOTE 10--ECONOMIC DEPENDENCE

The Association is a recipient of a grant from the State of New Hampshire and the New Hampshire Charitable Foundation for the Life of the Athlete program in the amount of \$409,643 and \$419,306 for the years ended June 30, 2016 and 2015 respectively. This program has been renewed through June 30, 2017.

NOTE 11--IN-KIND SUPPLIES AND MATERIALS

As part of a corporate sponsorship program, the Association received tournament balls at no cost with a value of \$15,090, \$2,800 for golf incentives, and equipment discounts of \$7,500 for the years ending June 30, 2016 and 2015. The total value of \$25,390 has been reported as corporate sponsorship income (\$25,390), annual meeting expenses, \$2,800, committee expenses \$7,500 and game expenses \$15,090 for both years.

NOTE 12--RECLASSIFICATION OF PRIOR YEAR

Various presentations have been restated for the prior year to enhance comparability.

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

NOTE 13--SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 11, 2016, which is the date the financial statements were available to be issued.


SCHEDULE 1
NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
SCHEDULES OF EXPENSES
For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Salaries and wages	\$ 609,529	\$ 553,578
Game expenses	401,683	371,524
Life of an athlete marketing and communications	90,779	137,810
Professional services	133,661	92,292
Insurance	52,219	55,398
Flexible benefit payments	45,912	40,174
Payroll taxes	49,314	45,970
Retirement expenses	49,940	30,234
Building maintenance	21,030	20,665
Plaques and medals	29,243	28,161
Depreciation	34,118	26,460
Workshops	5,968	3,270
Committee meeting expenses	32,015	29,707
Rulebooks	20,014	20,904
Printing	16,616	20,442
Employee benefits	12,003	11,996
Electronic communications fees	17,171	17,255
Office expenses	13,978	12,333
Coaches education	22,138	21,163
Travel	17,055	16,310
Conferences	14,314	4,047
Annual meeting	7,284	7,343
Postage	7,105	6,761
Telephone	6,904	7,083
Scholar Athlete Banquet	5,875	1,224
3-Sport Athlete	6,460	5,974
Hall of Fame Banquet	7,286	6,565
Property taxes	5,817	5,683
Repairs and maintenance	7,120	5,638
Custodial services	4,999	4,694
Fuel	2,401	3,337
Electricity	3,815	4,496
Unrelated business income taxes		300
Athletic Secretary Conference	3,293	2,943
Dues	3,672	3,640
Amortization of software	2,309	2,647
Equipment lease expense	1,859	1,487
Student scholarships	2,000	2,000
Student leadership conference	6,265	771
Books and periodicals	314	296
Tournament supplies	2,199	1,627
TOTAL EXPENSES	<u>\$ 1,775,677</u>	<u>\$ 1,634,202</u>

SCHEDULE 2
NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.
SCHEDULES OF GAME REVENUES AND EXPENSES
For the Years Ended June 30, 2016 and 2015

	Year Ended June 30, 2016		
	GAME	GAME	NET PROFIT
	RECEIPTS	EXPENSES	OR
			(LOSS)
Basketball	\$ 228,191	\$ 105,263	\$ 122,928
Unified Basketball	3,674	1,851	1,823
Soccer	69,822	29,096	40,726
Unified Soccer	1,500	1,178	322
Football	125,440	41,494	83,946
Ice Hockey	104,044	41,251	62,793
Baseball	43,091	23,096	19,995
Volleyball	33,198	20,198	13,000
Unified Volleyball	2,157	350	1,807
Softball	26,134	14,954	11,180
Field Hockey	14,661	7,643	7,018
Winter Spirit	21,667	8,842	12,825
Wrestling	14,630	12,845	1,785
Outdoor Track	19,822	19,773	49
Unified Track	1,500	615	885
Lacrosse	35,789	18,531	17,258
Fall Spirit	11,857	6,575	5,282
Indoor Track	7,504	11,326	(3,822)
Gymnastics	2,754	2,451	303
Swimming	9,973	15,901	(5,928)
Bass Fishing			-
Golf		1,185	(1,185)
Skiing		3,175	(3,175)
Bowling	1,377	265	1,112
Tennis		4,125	(4,125)
Cross Country	6,107	9,700	(3,593)
	<u>\$ 784,892</u>	<u>\$ 401,683</u>	<u>\$ 383,209</u>

	Year Ended June 30, 2015		
Basketball	\$ 226,202	\$ 105,499	\$ 120,703
Unified Basketball	2,322	1,747	575
Soccer	63,610	27,674	35,936
Unified Soccer	1,500	1,195	305
Football	115,903	34,992	80,911
Ice Hockey	123,933	38,145	85,788
Baseball	38,104	19,985	18,119
Volleyball	29,926	19,099	10,827
Unified Volleyball	1,832	325	1,507
Softball	24,955	12,470	12,485
Field Hockey	13,169	7,459	5,710
Winter Spirit	23,268	8,802	14,466
Wrestling	14,413	13,285	1,128
Outdoor Track	17,315	19,429	(2,114)
Unified Track	1,500	375	1,125
Lacrosse	36,152	17,429	18,723
Fall Spirit	14,955	5,960	8,995
Indoor Track	6,130	7,321	(1,191)
Gymnastics	2,179	2,043	136
Swimming	7,161	11,356	(4,195)
Bass Fishing		190	(190)
Golf		1,250	(1,250)
Skiing		2,472	(2,472)
Bowling	1,389	140	1,249
Tennis		4,350	(4,350)
Cross Country	5,105	8,532	(3,427)
	<u>\$ 771,023</u>	<u>\$ 371,524</u>	<u>\$ 399,499</u>

		2016-2017 NHIAA Council	
Position	Name/Title		
President:	Jason Parent Principal, Londonderry High School		
Vice President:	Steven Beals Principal, Alvirne High School		
Treasurer/Executive Director	Jeffrey T. Collins, NHIAA		
Interim Secretary	Diane Jobin, NHIAA		
Council Member:	Linda Brodeur President, Bishop Guertin High School		
Council Member:	Dr. Dean Cascadden Superintendent SAU #67		
Council Member:	James Daley St. Thomas Aquinas High School		
Council Member:	Gary Dempsey Principal, Pelham High School		
Council Member:	Richard Dichard Assistant Principal, Manchester Central High School		
Council Member:	Steve Fountain Athletic Director, Goffstown High School		
Council Member:	Steve Hodsdon Coach, Somersworth High School		
Council Member:	Paul Horlits Principal, Newfound High School		
Council Member:	Frank McBride Principal, Goffstown High School		
Council Member:	Steve Mello Athletic Director, Concord High School		
Council Member:	Dan Meserve Athletic Director, Hopkinton High School		
Council Member:	Michael Morgan Superintendent, SAU#16		
Council Member:	Sean Moynihan Principal, Sunapee High School		
Council Member:	Robert Nelson Principal, Lin-Wood Public School		
Council Member:	Kelley Owen Coach, Bishop Brady		
Council Member:	Bruce Parsons Principal, Plymouth Regional High School		
Council Member:	John Scranton, NH School Boards Association		
Council Member:	Buddy Trask Athletic Director, Colebrook Academy		

Donna Arias

PROFILE

Experienced Public Health professional with extensive network development, program implementation and coordination experience, focused on finding solutions by utilizing the social capital garnered through community collaboration.

WORK EXPERIENCE

- Coordinating program implementation on a local, regional, and state-wide level
- Coordinating Community Partners in development and implementation of regional strategic plans
- Participating in and conducted presentations at local and state meetings; conferences; and for local and state legislators and college classes
- Public Policy and Advocacy
- Community Organizing
- Serving as an active member on community collaborations and boards
- Fundraising activities
- Analyzing trends
- Project and Budget Management
- Grant Writing and Management
- Issuing Requests for Proposals and manage contracts
- Meeting Coordination through facilitation, agenda development, reminders, and minutes
- Hiring, supervising, and evaluating staff, volunteers, and interns
- Generating reports and assurance of compliance for Local, State, and Federal Partners
- Designing training and educational programs
- Providing team building and resource trainings
- Delegating responsibilities

EMPLOYMENT

New Hampshire Interscholastic Athletic Association, Concord, NH <i>Life of an Athlete, Program Director</i>	2013-present
United Way of Greater Nashua, Nashua, NH <i>Beyond Influence, Regional Coordinator</i>	2008-2013
City Division of Public Health and Community Services, Nashua, NH <i>Public Health Network Coordinator</i>	2006-2008
Nashua Soup Kitchen & Shelter, Inc., Nashua NH <i>Housing Program Director</i>	2002-2006
South Middlesex Opportunity Council, Framingham, MA <i>Program Director</i>	1997-2002
<i>Residential Supervisor</i>	2000-2002
<i>Residential Counselor</i>	1999-2000
<i>Residential Counselor</i>	1997-1999
Department of Psychology/Northeastern University, Boston, MA <i>Directed Study/Analyst</i>	1997
Department of Residential Life/Northeastern University, Boston, MA <i>Administrative Assistant</i>	1992-1996
United Farm Workers of America, AFL-CIO, Los Angeles, CA <i>Administrative Assistant/Organizer</i>	1994

EDUCATION

International Certification & Reciprocity Consortium

New Hampshire Prevention Certification Board
Internationally Certified Prevention Specialist, 2010

Northeast Public Health Leadership Institute

Scholar Project: Advocating for Public Health in New Hampshire, Toolkit
Albany University; Albany, NY, 2007

Certificate of Appreciation for completion of New Hampshire Public Health Institute

Manchester, NH, 2007

Northeastern University; Boston, MA

College of Arts and Sciences, 1997
BS, Psychology

COMMUNITY AFFILIATIONS

New Hampshire Prevention Certification Board, President and Past Peer Review Committee Chair, 2010-present

Nashua Rotary West, 2008-present

State Epidemiological Outcome Workgroup, 2012-2013

NH Liquor Enforcement Alcohol Licensure Aggravating and Mitigating Workgroup, 2011-2013

Greater Nashua's Community Health Improvement Planning Group, 2011-2013

Gate City Immigrant and Refugee Initiative, 2008-2013

Community Action for Safe Teens, 2008-2013

Hudson/Litchfield Coalition, 2009-2013

Merrimack Drug Advisory Council, 2008-2013

Nashua Prevention Coalition, 2008-2013

Greater Nashua Healthy Community Collaborative, 2006-2013

New Hampshire Public Health Association, 2006-2008

Greater Nashua Regional Public Health Advisory Committee, Chairperson, 2006-2008

Greater Nashua Regional Public Health Emergency Planning Subcommittee, Facilitator, 2006-2008

Greater Nashua Regional Media Advisory Subcommittee, 2006-2008

New Hampshire Diabetes Advisory Committee 2006-2008

Greater Nashua Local Emergency Planning Committee, 2006-2008

Winter Overflow Planning Committee, Facilitator, 2004-2006

Homeless Wraparound Team, Facilitator, 2005-2006

Shelter Providers and Outreach Workers Meeting, 2004-2006

Continuum of Care, 2002-2006

Ending Homelessness Committee, 2002-2006

Housing Data and Analysis Committee, Chairperson, 2004-2006

TRAININGS AND SKILLS

Life of an Athlete, Train the Trainer, Olympic Training Center, Lake Placid, NY

Estudio, Word, Excel, PowerPoint, Publisher, Outlook

KITS, PIERS, PWITS

New Futures, Community Leadership Initiative

Homeless Management Information System

Psychological First Aid

National Incident Management System 700, Incident Command System 100

Risk Communication

Continuity of Operations

Proficient in Conversational Spanish

REFERENCES FURNISHED UPON REQUEST

Sara M. Shea

EDUCATION

Masters of Business Administration Sports and Recreation Management New England College, Henniker, New Hampshire GPA of 3.79	2012-2014
Bachelor of Science Exercise Science University of New England GPA of 3.30, <i>Cum Laude</i>	2008-2012

CURRENT EMPLOYMENT

Education and Training Director Life of an Athlete, NHIAA	November 2016 – Present Concord, NH
<ul style="list-style-type: none">• Train middle and high school students across the state on student leadership and healthy, substance-free lifestyle choices• Present to high school community stakeholders on community engagement• Train high school coaches and administrators on engagement and building a positive school community• Assist in planning and executing annual Student Leadership Conference• Run monthly statewide Student Leadership Committee meetings	

PREVIOUS EMPLOYMENT

Stock Plan Associate Fidelity Investments	May 2016 – October 2016 Merrimack, NH
Financial Representative – Full Trader Fidelity Investments	August 2015 – May 2016 Merrimack, NH
Area Coordinator New England College	July 2013– August 2015 Henniker, NH
Protective Custody Monitor New England College	September 2012 – May 2014 Henniker, NH
Lifeguard/Head Lifeguard University of New England	September 2008 – May 2012 Biddeford, ME

RELATED EXPERIENCE

Per Diem Assistant Swim Coach Peabody Veterans Memorial High School	November 2011 – August 2014 Peabody, MA
Intern SnapFitness	January 2012 – May 2012 Old Orchard Beach, ME
Volunteer Assistant Swim Coach Kennebunk High School	November 2011 – February 2012 Biddeford, ME
Teaching Assistant of the Department of Applied Exercise Science University of New England	March 2011 – December 2011 Biddeford, ME

LICENCES

Series 7	October 12, 2015
Series 63	October 19, 2015

HONORS AND AWARDS

Team Pirttiaho MVP	March 2016
Who's Who Among Colleges and Universities	May 2012
Season High Point	May 2012

MELISSA PURINGTON

Education:

University of Central Florida

Rosen College of Hospitality Management

◦ Major in Event Management, Minor in Hospitality Management

Graduated: December 2014

Relevant Coursework:

Event Industry Classes

- Hospitality & Tourism Marketing
- Event Design, Production, and Technology
- International Events/ Event Management
- Hospitality and Event Risk Management

Experience:

New Hampshire Interscholastic Athletic Association

Life of an Athlete, Administrative Assistant

August 2015-Present
Concord, New Hampshire

- Assists in the planning and coordination of conferences and trainings
- Assists in the development of promotional materials
- Manages evaluation responses and reporting
- Conducts inventory assessment and ordering

New Hampshire Fisher Cats - MiLB

Summer Intern

Summer 2014
Manchester, New Hampshire

- Facilitated pre and in-game on field promotions and fan events activities
- Provided guest satisfaction to ensure repeat visits to maximize profitability
- Assisted in ticket operations and sales, promotion efforts, and donation requests
- Managed guest services for up to 7,000 fans

Menchie's Frozen Yogurt

Shift Leader

2013-2014 (Seasonal)
Kissimmee, Florida

- Served as ambassador at community and promotional events
- Improved store organization to generate efficiency and cut costs
- Managed store inventory and cash handling

Nana's Snack Shack

Cross Trained in Server, Busser, & Prep Cook

2011-2014 (Seasonal)
Weare, New Hampshire

- Entrusted by management to resolve all guest concerns
- Executed orders, deliveries, and payroll
- Skillfully multi-tasked while providing quality service

Volunteer Experience:

Elegant Weddings

- Assisted coordination for onsite vendors during event operation
 - Oversaw event setup and breakdown
- Fall 2014

Play With a Purpose

- Facilitated team building activity for over 300 guests
- Fall 2014

Run Disney Princess Half Marathon/Tower of Terror 10 Miler

- Assisted security with guiding over 2,000 participants
- Spring/Fall 2014

Collinson Media & Events Connect Marketplace

- Ensured VIP's were equipped with necessary items throughout entire event
- Summer 2014

Perfect Wedding Guide

- Assisted in bridal registration and attendee concerns with programming giveaways
- Spring 2014

Hospitality Sales & Marketing Association International Chinese Auction

- Managed silent auction containing more than 75 items
- Fall 2012-14

Natural Hair and Beauty Expo

- Organized timing, location, & AV support for workshops for over 400 guests
- Fall 2013

Skills:

Computer: Proficient in Microsoft Word, Excel, PowerPoint, and Access with both PC and Mac

SHANNON QUINN

Professional Experience

New Hampshire Interscholastic Athletic Association

June 2014-Present

Media/Marketing Coordinator

- Maintain social media, update program website and monthly newsletter
- Create and edit materials for stakeholders of the "Life of an Athlete" program including the Power Back Diet, Coaches' Playbook, Captain's Guide, Sleep Manual and Program Manual
- Work with media outlets on NHIAA event coverage
- Assist in event management for Student Leadership Conference
- Work on marketing materials, such as tournament programs and advertisements
- Prepared state tournament packets, managed data entry
- Assisted in maintaining office supply and inventory
- Attended National Life of an Athlete Conference and New England Student Leadership Conference, July 2014

Saint Anselm College

Sept. 2014-June 2015

Assistant Women's Basketball Coach

- Supervised and organized managers in practice, travel and games
- Managed Front Rush recruiting database
- Prepared advanced scouting reports in preparation for games
- Managed post-game film edits utilizing Game Breaker and Synergy

Endicott College, Beverly MA

Sept. 2010-May 2014

Contest Management

- Assisted Athletic Dept. in all aspects of game day operations
- Trained new employees

Beverly High School, Beverly MA

Sept. 2013-Dec. 2013

Athletic Department Intern

- Assisted athletic director and administrative assistant in daily duties
- Supervised games and created an agenda for the captains council

Gordon College, Wenham MA

Jan. 2011-May 2011

Athletic Department Intern

- 120-hour internship for college credit
- Assisted athletic director in revenue projects with marketing coordinator

EDUCATION

Endicott College, Beverly MA

May 2014

Bachelor of Science, Sport Management

Certificate of Coaching

ACTIVITIES

Endicott College Women's Basketball

- Four-year member of the program
- Participated in community service projects (Boys and Girls Club of Salem, Special Olympics, Jimmy Fund Walk)
- All-Commonwealth Coast Conference Academic Team (2012, 2013, 2014)

ADDITIONAL SKILLS

- Proficient with MS Word, Excel, Powerpoint and Publisher
- Competent with Adobe Illustrator, InDesign, Fireworks, and Photoshop
- Versed in web-based programs like SurveyMonkey, Mailchimp, and Wordpress
- Efficient with social medias including Twitter, Facebook, Instagram, and Hootsuite

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: NH Interscholastic Athletic Association, Inc.

Name of Contract: Life of an Athlete

BUDGET PERIOD: SFY 18				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Donna Arias	Program Director - LOA	\$81,857	50.00%	40,929
Sara Shea	Education/Training Director - LOA	\$51,250	50.00%	25,625
Melissa Purington	Administrative Assistant	\$35,875	50.00%	17,938
Shannon Quinn	Marketing/Media Coordinator	\$48,763	25.00%	12,191
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				96,682

BUDGET PERIOD: SFY 19				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Donna Arias	Program Director - LOA	\$84,100	50.00%	42,050
Sara Shea	Education/Training Director - LOA	\$52,530	50.00%	26,265
Melissa Purington	Administrative Assistant	\$36,870	50.00%	18,435
Shannon Quinn	Marketing/Media Coordinator	\$49,980	25.00%	12,495
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				99,245