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STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
DIVISION of PARKS and RECREATION  
172 Pembroke Road Concord, New Hampshire 03301  
Phone: (603) 271-3556 Fax: (603) 271-3553  
Web: www.nhstateparks.org

October 6, 2020

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

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of Parks and Recreation (Division) to enter into a **Sole Source** amendment to an existing contract with the Student Conservation Association, Inc. (VC #173352), Charlestown, NH, to provide interpretive, education, and conservation services at various State Parks, by: 1) decreasing the price limitation by \$155,500 from \$504,000 to \$348,500; 2) extending the completion date from June 30, 2021 to November 30, 2021; and 3) moving \$126,500 of funding originally earmarked for Fiscal Year 2021 to Fiscal Year 2022, effective upon Governor and Executive Council approval. The original contract was approved by Governor and Executive Council on March 13, 2019, Item #56. 100% Other Funds (Agency Income).

Funds are available in the following account for Fiscal Year 2021, and are anticipated to be available in the following account for Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances in each of the State Fiscal Years through the Budget Office if needed and justified:

03-035-035-351510-37200000, Service Parks

102-500731 Contracts for Program Services

FY 2021  
\$31,500

FY 2022  
\$126,500

**EXPLANATION**

Under a multi-year sole source contract approved by Governor and Executive Council in March 2019, the Student Conservation Association, Inc. (SCA) was to provide service learning programs based out of Bear Brook State Park through June 30, 2021. However, due to the COVID-19 Pandemic, the Division and the SCA agreed to suspend their 2020 calendar year programs. For this reason, the Division and SCA also agreed to amend their contract by: 1) reducing the overall contract amount by \$155,500; 2) extending the contract end date to November 30, 2021; and 3) moving \$126,500 of funding originally earmarked for Fiscal Year 2021 to Fiscal Year 2022. These changes were made to better align the SCA's programs for the 2021 calendar year.

As mentioned above, the SCA is modifying its 2021 program year in response to the Pandemic. Beginning in January 2021 through October 2021, ten SCA interns will mentor local youth through in-school and after-school environmental education programs in the Manchester, Hooksett, Deerfield, Allenstown, Claremont, and Charlestown school districts. Programming will be a combination of virtual and in-person depending on partner protocols. These education services are being provided by the SCA at no charge to the State, or the schools that have signed on for programming, through a contribution made by the Corporation for National Service (CNS) from funding the CNS received from the AmeriCorps and Eversource.

Training for Conservation Services also will begin in April 2021 for twenty-one SCA interns to carry out significant natural resource protection, conservation projects, and recreational improvement projects throughout the state for towns, non-profit organizations, federal agencies, and the State Park System. These services will be provided from May 2021 through October 2021.

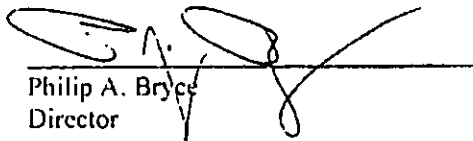
The SCA brings organizational expertise, technical skills, and knowledge through their national reach, as well as the additional funding they bring to the program, the 26-year relationship with the Division, and the services they are able to provide the Division. The partnership between the SCA and the Division provides a well-established unique combination of leadership development, elementary and high school programming, state park interpretative services, and conservation services to improve the condition of our state parks.

For these reasons, and in order to continue this important partnership with the SCA, the Division respectfully requests approval of this contract amendment.

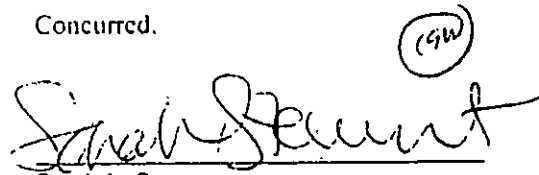
The Attorney General's office has approved this contract amendment to form, substance and execution.

Respectfully Submitted,

Concurred.



Philip A. Bryce  
Director



Sarah L. Stewart  
Commissioner

## Amendment of P-37 Contract Agreement

The Department of Natural and Cultural Resources and the Student Conservation Association, Inc. (SCA) hereby mutually agree to amend the contract for *Interpretive and Conservation Services at Various State Parks*, originally approved by the Governor and Executive Council on March 13, 2019, Item #56, with a completion date of June 30, 2021, as follows:

1. Amend Box 1.7, Completion Date, by extending the completion date to November 30, 2021 from the original completion date of June 30, 2021;
2. Amend Box 1.8, Price Limitation, by reducing the price limitation by \$155,500 from \$504,000 to \$348,500;
3. Amend Exhibit A, Scope of Services, by deleting in its entirety and replacing with the following:

### *Interpretive Services*

The SCA shall recruit, train and supervise ten interpretive interns who will provide interpretive services for the Division of Parks and Recreation (Division) at sixteen parks: Franconia Notch, Bear Brook, Pawtuckaway, Monadnock, Greenfield, Umbagog Lake, Kingston, Clough, Pillsbury, Hampton Beach, Wallis Sands, Odiorne Point, Ellacoya, Wentworth and Crawford Notch. The SCA has secured in-kind funding for two interns and is provided at no cost to the Division.

### *Education Services*

The SCA shall recruit, train and supervise ten education interns who will provide education programs in the Manchester, Hooksett, Deerfield, and Allenstown school districts. Programming will be a combination of virtual and in-person programming depending on partner protocols.

### *Conservation Services*

The SCA shall provide fifteen, six person conservation crew hitches to do various projects as assigned by the Supervisor of Parks Operations. Projects may include construction of visitor facilities such as camping shelters, tent platforms and picnic shelters and to accomplish other projects such as painting of state park buildings, raking campsites, removal of hazard trees, trail rehabilitation and vegetation removal.

4. Amend Exhibit B, Total Contract Not to Exceed, by deleting in its entirety and replacing with the following:

**Total Contract Not to Exceed: \$348,500 (see breakdown below)**

### *Interpretive Services*

Program Dates	FY 2020	FY 2021	FY 2022
July-October 2019	\$64,000		
Totals:	\$64,000		

### *Education Services*

Program Dates	FY 2020	FY 2021	FY 2022
January-June 2021		No Charge	
July-October 2021			No Charge
Totals:		\$0	\$0

*Conservation Services*

Hitch/Project Dates	FY 2020	FY 2021	FY 2022
July-October 2019	\$126,500		
May-June 2021		\$31,500	
July-October 2021			\$126,500
Totals:	\$126,500	\$31,500	\$126,500

5. Amend Exhibit B, Method of Payment(s), by deleting in its entirety and replacing with the following:
  - Itemized invoices for interpretive services shall be submitted at the completion of the program;
  - Itemized invoices for conservation services shall be submitted at the completion of each hitch and/or project; and
  - All invoices must indicate the program date or hitch/project date the service(s) is being applied to as provided in the breakdown above.
6. Amend Exhibit B, Term, by extending the completion date to November 30, 2021 from the original completion date of June 30, 2021;
7. Amend Exhibit C, Special Provisions, by deleting in its entirety and replacing with the following:

*Interpretive Services*

The Division of Parks and Recreation agrees to provide housing for the interns at Spruce Pond Camp, Umbagog Lake, White Lake, Monadnock State Park, Franconia Notch State Park and the interns will be offered to camp on-site while offering programming at Pawtuckaway, Crawford Notch, Rye Harbor and Ellacoya State Parks. Changes in housing or campsites may occur depending on program needs.

*Education Services*

Education services are funded through a grant awarded by the Corporation for National Service to the SCA. The Division of Parks and Recreation will not be charged for these services. Interns will be housed at Spruce Pond Camp.

*Conservation Services*

Conservation crews are based at Spruce Pond Camp and will be offered to camp on-site or at a nearby location for the hitch period. The Division of Parks and Recreation will furnish all building materials and will furnish tools and specialty equipment needed for the projects as agreed upon.

8. All other terms and conditions of the original contract shall remain the same in full force and effect as originally set forth; and
9. This amendment is subject to approval by the Governor and Executive Council.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year written.

Student Conservation Association, Inc.

E-Signed 09/21/2020 08:16 AM CDT  
**Karen Davis**  
karend@thesca.org  
IP: 73.213.87.125  
Certifi Electronic Signature  
DocID: 20200921081411344


\_\_\_\_\_  
Date

Department of Natural and Cultural Resources

  
\_\_\_\_\_  
Sarah L. Stewart, Commissioner

\_\_\_\_\_  
10/7/2020  
Date

Approved as to form, substance and execution:

  
\_\_\_\_\_  
Attorney General Michael Haley, Attorney  
10/8/2020  
\_\_\_\_\_  
Date

## Business Information

### Business Details

Business Name:	THE STUDENT CONSERVATION ASSOCIATION	Business ID:	737786
Business Type:	Foreign Nonprofit Corporation	Business Status:	Good Standing
Business Creation Date:	01/22/2016	Name in State of	THE STUDENT CONSERVATION
Date of Formation in Jurisdiction:	01/22/2016	Incorporation:	ASSOCIATION
Principal Office	4245 North Fairfax Drive Suite	Mailing Address:	NONE
Address:	825, Arlington, VA, 22203, USA		
Citizenship / State of Incorporation:	Foreign/New York		
		Last Nonprofit Report Year:	N/A
		Next Report Year:	2020
Duration:	Perpetual		
Business Email:	NONE	Phone #:	NONE
Notification Email:	NONE	Fiscal Year End Date:	NONE

### Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / To build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to land.	

### Principals Information

No Principal(s) listed for this business.

### Registered Agent Information

Name: CORPORATION SERVICE COMPANY

Registered Office 10 Ferry Street S313, Concord, NH, 03301, USA  
Address:

Registered Mailing 10 Ferry Street S313, Concord, NH, 03301, USA  
Address:

### Trade Name Information

No Trade Name(s) associated to this business.

### Trade Name Owned By

No Records to View.

### Trademark Information

Trademark Number	Trademark Name	Business Address	Mailing Address
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No records to view.

[Filing History](#)   [Address History](#)   [View All Other Addresses](#)   [Name History](#)

[Shares](#)   [Businesses Linked to Registered Agent](#)   [Return to Search](#)   [Back](#)

NH Department of State 107 North Main St, Room 304, Concord, NH 03301 -- [Contact Us](#)  
[\(/online/Home/ContactUS\)](#)

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**SCA SCA Board of Directors Resolution Regarding Cooperative and other Agreements**

**WHEREAS**, pursuant to Article VI, Section 4 of the Bylaws of the Student Conservation Association, Inc. (the "Corporation"), the President is expressly authorized to execute on behalf of the Corporation all cooperative agreements and other contracts requiring such execution except to the extent the signing and execution thereof shall be expressly delegated by the Board of Directors to another agent of the Corporation; and

**WHEREAS**, the Board of Directors hereby intends to confer the power to execute on behalf of the Corporation cooperative agreements and other contracts requiring such execution to certain additional duly authorized officers of the Corporation when they do so at the direction of the President; and

**NOW THEREFORE, BE IT RESOLVED**, that, in addition to and upon the direction of the President/Chief Executive Officer, Stephanie Meeks, each of the: Interim Chief Financial Officer, Vince Taylor; the Senior Vice President for Advancement, Karen Davis; the Senior Vice President for Program, Rafael Rosa; and Chief Counsel/Secretary, Barbara Gonzalez-McIntosh; be and each hereby is, individually authorized, empowered and directed to execute on behalf of the Corporation all cooperative agreements and other contracts requiring such execution, and to make, execute and deliver, under the corporate seal of the Corporation or otherwise, any and all written instruments necessary or proper to effectuate the power and authority hereby conferred.

**Dated:** June 19, 2020

Barbara McIntosh  
Secretary

This is the most current version of the Directors Resolution regarding Cooperative and other Agreements and is accurate as of 10/08/2020.

E-Signed: 10/08/2020 04:21 PM EDT  
  
bmcintosh@thesca.org  
IP: 73.85.52.168  
Sertifi Electronic Signature  
DocID: 20201008152016064





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/17/2020

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 have ADDITIONAL INSURED provisions or 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  
Fred C. Church Insurance  
41 Wellman Street  
Lowell MA 01851

CONTACT  
NAME: John Deignan  
PHONE (A/C, No, Ext): 978-458-1865 FAX (A/C, No): 978-454-1865  
E-MAIL: jdcignan@fredchurch.com  
ADDRESS:

INSURED  
The Student Conservation Association, Inc.  
4601 North Fairfax Drive  
Suite 900  
Arlington VA 22203

STUDCON-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: United Educators Insurance	10020
INSURER B: Hanover Insurance Company	22202
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 871354208

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	ADOL SUBR INSD LTR	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:		A2535B	4/1/2020	4/1/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ Included \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AHN9487242	4/1/2020	4/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000		A2535B	4/1/2020	4/1/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTL-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

If required by written contract certificate holder is included as an additional insured per General Liability form CGL 06 2008

## CERTIFICATE HOLDER

NH Department of Natural and Cultural Resources  
172 Pembroke Road  
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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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/21/2020

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 have ADDITIONAL INSURED provisions or 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  
Arthur J. Gallagher Risk Management Services, Inc.  
Creekside Crossing  
8 Cadillac Drive Suite 200  
Brentwood TN 37027

CONTACT NAME: Dina Crigger  
PHONE: (A.C. No. Ext.) 615-377-5150 FAX: (A.C. No.) 615-377-5101  
E-MAIL: dina\_crigger@ajg.com  
ADDRESS: dina\_crigger@ajg.com

INSURER(S) AFFORDING COVERAGE

NAIC #

License# BR-72443

THE-7050

INSURER A: Employers Insurance Company of Wausau

21458

INSURED  
The Student Conservation Assoc., Inc.  
4601 North Fairfax Drive, Ste. 900  
Arlington VA 22203

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 1907563953

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	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>COMMERCIAL GENERAL LIABILITY</b>						
	CLAIMS-MADE	OCCUR				EACH OCCURRENCE \$
						DAMAGE TO RENTED PREMISES (Each occurrence) \$
						VED EXP. ANY ONE PERSON \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COMP OR AGG \$
						\$
<b>AUTOMOBILE LIABILITY</b>						
	ANY AUTO					COMBINED SINGLE LIMIT \$
	OWNED	SCHEDULED				BODILY INJURY (Per person) \$
	AUTOS ONLY	AUTOS				BODILY INJURY (Per accident) \$
	HIRED	NON-OWNED				PROPERTY DAMAGE \$
	AUTOS ONLY	AUTOS ONLY				(Per accident) \$
						\$
<b>UMBRELLA LIAB</b>						
	OCCUR					EACH OCCURRENCE \$
<b>EXCESS LIAB</b>						
	CLAIMS-MADE					AGGREGATE \$
						\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR, PARTNER, EXECUTIVE OFFICER, MEMBER EXCLUDED?	Y/N	VCC211253482010	4/1/2020	4/1/2021	PER STATUTE OTHER
	(Mandatory in NH)	<input type="checkbox"/> N/A				EL EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					EL DISEASE - EACH EMPLOYEE \$ 500,000
						EL DISEASE - POLICY LIMIT \$ 500,000

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

## CERTIFICATE HOLDER

NH Department of Natural and Cultural Resources  
Division of Parks and Recreation  
172 Pembroke Road  
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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STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
DIVISION of PARKS and RECREATION  
172 Pembroke Road Concord, New Hampshire 03301  
Phone: (603) 271-3556 Fax: (603) 271-3553  
Web: www.nhstateparks.org

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January 29, 2019

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

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of Parks and Recreation (Division) to enter into a **SOLE SOURCE** contract with the Student Conservation Association, Inc. (VC #173352), Charlestown, NH in the amount of \$504,000 to provide interpretive and conservation services at various State Parks upon Governor and Executive Council approval through June 30, 2021. 100% Agency Income

Funding is available as follows pending budget approval for Fiscal Years 2020 and 2021 with the authority to adjust encumbrances in each of the State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2020</u>	<u>FY 2021</u>
03-35-35-351510-37200000		
Service Parks		
102-500731 Contracts for Program Services	\$158,000	\$158,000
03-35-35-351510-40160000		
Office of Community Recreation		
102-500731 Contracts for Program Services	\$ 94,000	\$ 94,000
Totals:	\$252,000	\$252,000

**EXPLANATION**

We are requesting to contract with the Student Conservation Association, Inc. (SCA) on a **SOLE SOURCE** basis because of the organizational expertise, technical skills, and knowledge they bring through their national reach, as well as for the additional funding they bring to the program, the 24-year relationship with the Division, and the services they are able to provide the Division's other partners in the state. The partnership between the SCA and the Division provides a well-established unique combination of leadership development, elementary and high school programming, state park interpretative services and field operations to improve the condition of our state parks. For these reasons, and in order to continue this important partnership, the Division respectfully requests sole source approval of this contract.

This contract is part of an entire service learning program based at Bear Brook State Park. The Student Conservation Association's (SCA) New Hampshire AmeriCorps program is a residential community of emerging leaders who devote 10 months to full-time educational and conservation service. Each year 30 college aged members come from across the U.S. to provide over 50,000 hours of direct service to the natural resources and people of New Hampshire. From January through April, SCA NH members mentor local youth through in-school, and after-school environmental education programs in the Manchester, Hooksett, Deerfield, and Allentown school districts. From May through October, SCA NH members then serve in one of two positions within the

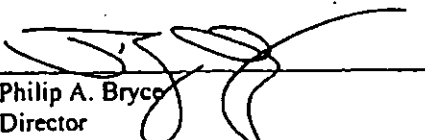
program: Interpretive Rangers providing environmental education programming in NH State Parks, or as Conservation Stewards, carrying out significant natural resource protection, conservation projects and recreational improvement projects throughout the state for towns, non-profit organizations, federal agencies and the State Park System.

The funding requested is specifically for Interpretive Rangers and Conservation Stewards operating in NH State Parks. The program includes recruitment, training, and supervision of Corps members. The interpretive services, the Discover the Power of Parks Program, will educate more than 35,000 visitors at sixteen (16) park locations. Programs focus on connecting participants with nature and building appreciation for New Hampshire's unmatched natural heritage. Free fall nature programming is offered after Labor Day at selected State Parks or at community locations for scout groups, classrooms, after school programs, senior centers, and libraries.


In 2018, SCA NH celebrated its 24<sup>th</sup> year of AmeriCorps programming, having managed nearly 700 AmeriCorps members that have served over one million hours since 1994 out of Bear Brook State Park. During these years, SCA has proven its organizational ability to successfully administer youth corps programs, developing and annually reviewing tools, policies, and procedures including the development of a comprehensive Policies and Procedures Manual to effectively monitor programmatic and financial systems.

The Attorney General's office has approved this contract to form, substance and execution.

Respectfully Submitted,

  
Philip A. Bryce  
Director

Concurred,

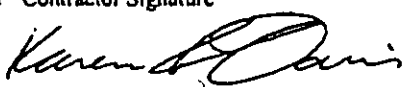
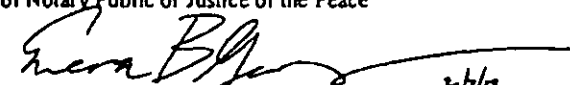
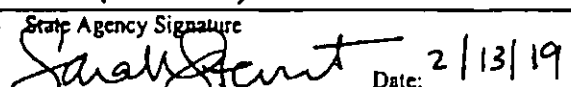
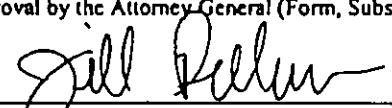
  
Sarah L. Stewart  
Commissioner

**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 Department of Natural and Cultural Resources		1.2 State Agency Address 172 Pembroke Road, Concord, NH 03301	
1.3 Contractor Name The Student Conservation Association, Inc.		1.4 Contractor Address PO Box 550, 689 River Rd., Charlestown, NH 03063-0550	
1.5 Contractor Phone Number 603-543-1700	1.6 Account Number 10-03500-37200000-102 10-03500-40160000-102	1.7 Completion Date June 30, 2021	1.8 Price Limitation \$504,000
1.9 Contracting Officer for State Agency Michael Housman, Supervisor of Parks Operations		1.10 State Agency Telephone Number 603-271-3556	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Karen E. Davis, SVP of Advancement	
1.13 Acknowledgement: State of _____, County of _____  On _____, before the undersigned officer, personally appeared the person identified in block 1.11, 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] _____ 2/1/19			
1.13.2 Name and Title of Notary or Justice of the Peace Emma B. Galiano, Webster			
1.14 State Agency Signature  Date: 2/13/19		1.15 Name and Title of State Agency Signatory Sarah L. Stewart, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By: h/h Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)  By:  On: 2/19/19			
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

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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.



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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.

Contractor Initials KLRO  
Date 2/7/19

FEB 11 2019

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Contractor Initials KRD  
Date 2/7/19

**State of New Hampshire  
Department of Natural and Cultural Resources  
Division of Parks and Recreation**

**Interpretive and Conservation Services at Various State Parks**

**EXHIBIT A**

**Scope of Services:**

***Interpretive Services***

The Student Conservation Association, Inc. (SCA) shall recruit, train and supervise ten interpretive interns who will provide interpretive services for the Division of Parks and Recreation (Division) at sixteen parks: Franconia Notch, Bear Brook, Pawtuckaway, Monadnock, Greenfield, Umbagog Lake, Kingston, Clough, Pillsbury, Hampton Beach, Wallis Sands, Odiome Point, Ellacoya, Wentworth and Crawford Notch. The SCA has secured in-kind funding for two interns and is provided at no cost to the Division.

***Conservation Services***

The SCA shall provide fifteen, six person conservation crew hitches to do various projects as assigned by the Supervisor of Parks Operations. Projects may include construction of visitor facilities such as camping shelters, tent platforms and picnic shelters and to accomplish other projects such as painting of state park buildings, raking campsites, removal of hazard trees, trail rehabilitation and vegetation removal.

**EXHIBIT B**

**Total Contract Not to Exceed: \$504,000 (see breakdown below)**

***Interpretive Services***

<b>Program Dates</b>	<b>FY 2020</b>	<b>FY 2021</b>
July-October 2019	\$64,000	
May-June 2020	\$30,000	
July-October 2020		\$64,000
May-June 2021		\$30,000
<b>Totals:</b>	<b>\$94,000</b>	<b>\$94,000</b>

***Conservation Services***

<b>Hitch/Project Dates</b>	<b>FY 2020</b>	<b>FY 2021</b>
July-October 2019	\$126,500	
May-June 2020	\$31,500	
July-October 2020		\$126,500
May-June 2021		\$31,500
<b>Totals:</b>	<b>\$158,000</b>	<b>\$158,000</b>

**Method of Payment(s):**

- Itemized invoices for interpretive services shall be submitted on June 30<sup>th</sup> and October 31<sup>st</sup> of each interpretive program year;
- Itemized invoices for conservation services shall be submitted at the completion of each hitch and/or project; and
- All invoices must indicate the program date or hitch/project date the service(s) is being applied to as provided in the breakdown above.

**Term:** This contract shall commence upon Governor and Executive Council approval through June 30, 2021. All services are contingent upon funding.

## EXHIBIT C

### *Interpretive Services*

The Division of Parks and Recreation agrees to provide housing for the interns at Spruce Pond Camp, Umbagog Lake, White Lake, Monadnock State Park, Franconia Notch State Park and the interns will be offered to camp on-site while offering programming at Pawtuckaway, Crawford Notch, Rye Harbor and Ellacoya State Parks. Changes in housing or campsites may occur depending on program needs.

### *Conservation Services*

Conservation crews will be offered to camp on-site or at a nearby location for the hitch period. The Division of Parks and Recreation will furnish all building materials and will furnish tools and specialty equipment needed for the projects as agreed upon.

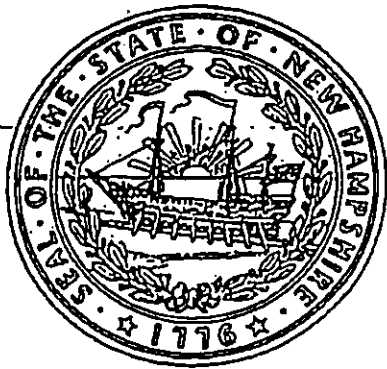
# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE STUDENT CONSERVATION ASSOCIATION is a New York Nonprofit Corporation registered to transact business in New Hampshire on January 22, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 737786



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 19th day of October A.D. 2016.

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

William M. Gardner  
Secretary of State

## Business Information

### Business Details

---

Business Name:	THE STUDENT CONSERVATION ASSOCIATION	Business ID:	737786
Business Type:	Foreign Nonprofit Corporation	Business Status:	Good Standing
Business Creation Date:	01/22/2016	Name in State of Incorporation:	THE STUDENT CONSERVATION ASSOCIATION
Date of Formation in Jurisdiction:	01/22/2016		
Principal Office Address:	4245 North Fairfax Drive Suite 825, Arlington, VA, 22203, USA	Mailing Address:	NONE
Citizenship / State of Incorporation:	Foreign/New York		
		Last Nonprofit Report Year:	N/A
		Next Report Year:	2020
Duration:	Perpetual		
Business Email:	NONE	Phone #:	NONE
Notification Email:	NONE	Fiscal Year End Date:	NONE

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### Principal Purpose

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S.No	NAICS Code	NAICS Subcode
1	OTHER / To build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to land.	

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Page 1 of 1, records 1 to 1 of 1

**Principals Information**

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No Principal(s) listed for this business.

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**Registered Agent Information**

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Name: CORPORATION SERVICE COMPANY

Registered Office 10 Ferry Street S313, Concord, NH, 03301, USA  
Address:

Registered Mailing 10 Ferry Street S313, Concord, NH, 03301, USA  
Address:

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**Trade Name Information**

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No Trade Name(s) associated to this business.

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**Trade Name Owned By**

---

No Records to View.

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**Trademark Information**

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Trademark Number	Trademark Name	Business Address	Mailing Address
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No records to view.

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[Filing History](#)   [Address History](#)   [View All Other Addresses](#)   [Name History](#)

[Shares](#)   [Businesses Linked to Registered Agent](#)   [Return to Search](#)   [Back](#)

NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- [Contact Us](#)  
[\(/online/Home/ContactUS\)](#)

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February 7, 2019

Johanna Lyons, State Park Planning and Development Specialist  
Division of Parks and Recreation  
172 Pembroke Rd  
Concord, NH 03301

Dear Ms. Lyons,

Please find enclosed a sealed and verified copy of the Board of Directors Resolution Regarding Cooperative Agreements that authorizes Karen Davis' signature on the Form Number P-37. The Board adopted this resolution at their last annual meeting on March 17, 2018.

Best regards,

Emerson Gaziano






SCA Board of Directors Resolution Regarding Cooperative Agreements

WHEREAS, pursuant to Article VI, Section 4 of the Bylaws of The Student Conservation Association, Inc. (the "Corporation"), the President is expressly authorized to execute on behalf of the Corporation all cooperative agreements and other contracts requiring such execution except to the extent the signing and execution thereof shall be expressly delegated by the Board of Directors to another agent of the Corporation; and

WHEREAS, the Board of Directors hereby intends to confer the power to execute on behalf of the Corporation cooperative agreements and other contracts requiring such execution to certain additional duly authorized officers of the Corporation when they do so at the direction of the President; and

NOW THEREFORE, BE IT RESOLVED, that, upon the direction of the President/Chief Executive Officer, Jaime Berman Mayas, each of the: Chief Financial Officer, Aimee Dobrzeniecki; the Senior Vice President for Advancement, Karen Davis; and Chief Counsel/Secretary, Barbara Gonzalez-McIntosh; be and each hereby is, individually authorized, empowered and directed to execute on behalf of the Corporation all cooperative agreements and other contracts requiring such execution, and to make, execute and deliver, under the corporate seal of the Corporation or otherwise, any and all written instruments necessary or proper to effectuate the power and authority hereby conferred.

Dated: March 17, 2018

  
Emerson Galano  
Assistant Secretary





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/15/2019

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 Fred C. Church, Inc. 41 Wallman Street Lowell, MA 01851	CONTACT NAME Joan Abouin PHONE 978-322-7321 FAX 978-454-1865 EMAIL jacobin@fredchurch.com
INSURED The Student Conservation Association, Inc. 688 River Road Charlestown, MA 02603	INSURANCE AFFORDING COVERAGE INSURER A: United Educators Insurance INSURER B: Masover Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES: CERTIFICATE NUMBER: 534551105 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.

ITEM NO.	TYPE OF INSURANCE	MARK RUSH NO.	POLICY NO.	POLICY EFFECT DATE	POLICY EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GOL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC		A25358	04/01/18	04/01/19	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED EQUIPMENT & ITS CONTENTS: \$1,000,000 MED EXP (any one person): \$5,000 PERSONAL & ADV BODILY: \$ Included GENERAL AGGREGATE: \$3,000,000 PRODUCTS - COMPROP AGG: \$ Included
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENTED AUTOS <input type="checkbox"/> BOULEVARD AUTOS <input type="checkbox"/> NON-OWNED AUTOS		A25359	04/01/18	04/01/19	COMBINED SINGLE LIMIT (ALL COVERED): \$1,000,000 BODILY BODILY (per person): \$ BODILY BODILY (per accident): \$ PROPERTY DAMAGE (per accident): \$
A	UMBRELLA LIA <input checked="" type="checkbox"/> EXCESS LIA  DED: <input checked="" type="checkbox"/> RETENTION: \$1,000,000		A25359	04/01/18	04/01/19	EACH OCCURRENCE: \$40,000,000 AGGREGATE: \$40,000,000 NO STATE TORT LIMITS EL EACH ACCIDENT: \$ EL DISEASE - EA EMPLOYEE: \$ EL DISEASE - POLICY LIMIT: \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (check only in 100) If yes, describe only DESCRIPTION OF OPERATIONS HERE	Y/N N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (attach ACORD 104, Additional Remarks Schedule, if more space is required)

If required by written contract certificate holder is included as an additional insured per General Liability form CUL 06 2008

## CERTIFICATE HOLDER

MA Department of Natural and Cultural Resources

Johanna Lyons  
172 Pembroke Road

Concord, MA 03301

USA

## CANCELLATION

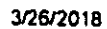
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)  
rdenevan  
534551105

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**INSURER'S:**

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