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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street CONCORD, NEW HAMPSHIRE 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

February 16, 2022

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

REQUESTED ACTION Sole Source

Authorize the Department of Natural and Cultural Resources, NH State Library (NHSL), to enter into a **Retroactive** Cooperative Project Agreement with the University of New Hampshire – NH Listens (VC #315187 (B083)), Durham, NH, in the amount of $6,600 to provide a two-part virtual Facilitators Series Training for NH Public Library Staff effective upon Governor and Executive Council approval for the period February 1, 2022 through June 30, 2022. 100% Federal Funds.

Funding is available in account, State Library IMLS ARPA Grant, as follows:

	FY 2022
03-035-035-353010-24470000-102-502734 – Contracts for Program Svcs.	$6,600

EXPLANATION

This request is **Retroactive** because it was not processed by the agency in time for it to make an earlier meeting. The State Library IMLS ARPA Grant funding is for the purpose of promoting continuous improvement in library services in all types of libraries to better serve the people of New Hampshire.

The University of New Hampshire – NH Listens (UNH or UNH-NH Listens) works with communities, schools, and organizations to create a strong foundation of problem solving, trust building, and community collaboration. UNH-NH Listens will provide a two-part virtual Facilitators Series training for NH Public Library staff (up to 300 participants per session). This training will include foundations of dialogue; both online and in-person facilitation tips, how to productively address difficult situations in community forums in a constructive manner to keep dialogue flowing; and how to make online and in-person discussions interactive and inclusive. The sessions will occur on February 22 and March 8, 2022, and each will be 3 hours in length. The NHSL has received requests from libraries to provide this type of training so that public libraries can assist communities with having conversations about difficult topics in a more productive and effective manner.

Earlier in Fiscal Year 2022, the NHSL entered into a Cooperative Project Agreement with the UNH in the amount of $242,364 for the digitization of NH City and Town Annual Reports. The cumulative total for UNH requires this request be submitted to Governor and Executive Council for approval.

Respectfully submitted,

(CSM)

Sarah Stewart

Sarah L. Stewart
Commissioner

COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **New Hampshire Public Libraries**
and the
University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **New Hampshire Public Libraries**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.

B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/22**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.

C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **NH Public Library Staff**

D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator	**Campus Project Administrator**
Name: Lori Fisher	Name: Kimberly Becker
Address: NH State Library 20 Park Street Concord, NH 03304	Address: University of New Hampshire Sponsored Programs Administration 51 College Road Durham, NH 03824-2620
Phone: 603-271-2393	Phone: 603-358-2443

E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director	**Campus Project Director**
Name: Lori Fisher	Name: Michele Holt-Shannon
Address: NH State Library 20 Park Street Concord, NH 03304	Address: University of New Hampshire Carsey School of Public Policy Huddleston Hall, 73 Main Street Durham, NH 03824-3532
Phone: 603-271-2393	Phone: 603-862-0692

Campus Authorized Official *KJ*
Date 1/3/22

F. Total State funds in the amount of **$6,600** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

☐ Campus will cost-share % of total costs during the term of this Project Agreement.

☒ Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative **Agreement No. LS-2502250-OLS-21** from **Institute of Museum and Library Services** under **CFDA# 45.310**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

☐ Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. ☒ State has chosen **not to take** possession of equipment purchased under this Project Agreement.

☐ State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **New Hampshire Public Libraries** have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire

Name: Karen M. Jensen

Title: Director, Pre-Award Compliance

Signature and Date: Karen Jensen Digitally signed by Karen Jensen Date: 2022.01.03 14:24:38 -05'00'

By An Authorized Official of:
NH Department of Natural & Cultural Resources

Name: Sarah Stewart

Title: Commissioner

Signature and Date: 2/22/22

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: Michael Haley

Title: Assistant Attorney General

Signature and Date: 2/23/2022

By An Authorized Official of: the New Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

Campus Authorized Official *KJ*
Date 1/3/22

EXHIBIT A

A. Project Title: NH Public Library Staff

B. Project Period: February 1, 2022 - June 30, 2022

C. Objectives:
NH Listens works with communities, schools, and organizations to create a strong foundation for problem solving, trust building, and community collaboration. We believe a sense of belonging and the ability to participate in the decisions that impact our lives can lead to improved outcomes in civic health1 and public decision-making. We are a catalyst for change by building opportunities for shared learning and understanding across divides.

D. Scope of Work:
Two 3-hour Sessions: Basic and Advanced Training (capped at 300 per zoom license). NH Listens coaches will host a two-part facilitator training via zoom for NH Public Library staff that include both our basic and advanced content. Participants should plan to attend both parts. Each training will include some homework (i.e., short readings and videos).

Session 1: Basic facilitator training with tips on facilitating applicable to both on and offline meetings. This session focuses on the foundations of dialogue and facilitation. Homework will be sent to participants and will include excerpts from Schirch and Campt's *The Little Book of Dialogue for Difficult Subjects*. Participants will:

- Learn tips for hosting and facilitating on and offline conversations
- Spend time in small groups and in the large group reflecting and sharing their experiences facilitating, sharing tips etc.
- Engage in ideas for keeping things interactive in and outside virtual spaces and attending to differences in perspectives
- Have time to practice facilitating a short dialogue based on a topic from Living Room Conversations - https://livingroomconversations.org/

Session 2: Advanced Facilitator Training focused on those difficult moments where people are in dialogue across significant differences – differences where stereotypes and misunderstanding are a major dynamic. Many people are often trained to remain "neutral" when serving as facilitators. However, that doesn't mean facilitators should remain passive in the face of misunderstandings and harmful dynamics. This workshop helps enhance confidence to remain neutral (on the topic), productively address power dynamics while encouraging the conversation to move forward in a constructive manner. During this session participants will:

- Learn about integrating group facilitation skills with an increased awareness of social identities and power dynamics during group facilitations and conversations
- Reflect on their own identities and how this impacts their role as facilitators
- Deepen their understanding of dialogue on difficult subjects
- Focus on their head, heart, and hands -- not judge self/others for not getting "it" – as they build their capacity to facilitate conversations that include challenging and complex issues during public events and book groups at their libraries

E. Deliverables Schedule: Please see Scope of Work

Campus Authorized Official *KJ*
Date 1/3/22

F. Budget and Invoicing Instructions:

Three facilitators – 2.5 full days for 2 facilitators (which includes design, planning, and logistics, 1 full day for 1 facilitator (which includes prep and facilitation time)

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	3,906	0	0
2. Employee Fringe Benefits	894	0	0
3. Travel	0	0	0
4. Supplies and Services	1,200	0	6,000
5. Equipment	0	0	0
6. Facilities & Admin Costs	600	0	600
Subtotals	6,600	0	6,600
In Kind Contribution	[redacted]	0	0

Total Project Costs:	6,600

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 30 days after the Project Period end date.

Campus Authorized Official *KJ*

Date 1/3/22

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: ☐ None or X **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.** .

Campus Authorized Official *KJ*
Date 1/3/22

University of New Hampshire

Carsey School of Public Policy

Huddleston Hall
73 Main Street
Durham, NH 03824

V: 603.862.2821
F: 603.862.3878
TTY: 7.1.1 (Relay NH)

carsey.unh.edu

Scope of Work

New Hampshire Public Libraries

Title: Facilitator Training for All Staff

Anticipated Timing: February 1, 2022 – – June 30, 2022

About NH Listens

NH Listens envisions a state where residents are connected, engaged, and heard in decisions that impact their lives and where all have equitable access to justice, opportunity, and liberty.

NH Listens works with communities, schools, and organizations to create a strong foundation for problem solving, trust building, and community collaboration. We believe a sense of belonging and the ability to participate in the decisions that impact our lives can lead to improved outcomes in civic health[1] and public decision-making. We are a catalyst for change by building opportunities for shared learning and understanding across divides.

Our mission is to help New Hampshire residents talk, listen, and act together so, communities can work for everyone.

Notes about Health and Safety, Meeting Online, or In-Person

- NH Listens coaches will prioritize meeting in person for learning exchanges, coalitions, and community events.
- Planning meetings will generally be scheduled through zoom or phone between project contacts and NH Listens contacts
- Some learning exchanges will be hybrid. Groups may meet for their opening and closing sessions with online meetings in between to help with travel and educators' schedules
- Determining online and in-person meetings will be in collaboration with the local project leaders and participants as appropriate
- Planning and design may shift to align with the Center for Disease Control, the University of New Hampshire, and/or the community/school's policies. We will follow the latest CDC guidelines and can move to all online if necessary.

[1] "Civic health refers specifically to the ways in which residents of a community (or state) participate in civic activities that strengthen social capital, enhance interconnections, build trust, help each other, talk about public issues and challenges, volunteer in government and non-profit organizations, stay informed about their communities, and participate directly in crafting solutions to various social and economic challenges" from 2020 New Hampshire Civic Health Index https://carsey.unh.edu/what-is-new-hampshire/sections/civic-health-index.

Proposed Activities

NH Listens Two-Part Facilitator Series for NH Public Library staff (via Zoom)

Anticipated Dates: Session 1: February 22nd and Session 2: March 8th

Two 3-hour Sessions: Basic and Advanced Training (capped at 300 per zoom license). NH Listens coaches will host a two-part facilitator training via zoom for NH Public Library staff that include both our basic and advanced content. Participants should plan to attend both parts. Each training will include some homework (i.e., short readings and videos).

Session 1: Basic facilitator training with tips on facilitating applicable to both on and offline meetings. This session focuses on the foundations of dialogue and facilitation. Homework will be sent to participants and will include excerpts from Schirch and Campt's *The Little Book of Dialogue for Difficult Subjects*. Participants will:

- Learn tips for hosting and facilitating on and offline conversations
- Spend time in small groups and in the large group reflecting and sharing their experiences facilitating, sharing tips etc.
- Engage in ideas for keeping things interactive in and outside virtual spaces and attending to differences in perspectives
- Have time to practice facilitating a short dialogue based on a topic from Living Room Conversations - https://livingroomconversations.org/

Session 2: Advanced Facilitator Training focused on those difficult moments where people are in dialogue across significant differences – differences where stereotypes and misunderstanding are a major dynamic. Many people are often trained to remain "neutral" when serving as facilitators. However, that doesn't mean facilitators should remain passive in the face of misunderstandings and harmful dynamics. This workshop helps enhance confidence to remain neutral (on the topic), productively address power dynamics while encouraging the conversation to move forward in a constructive manner. During this session participants will:

- Learn about integrating group facilitation skills with an increased awareness of social identities and power dynamics during group facilitations and conversations
- Reflect on their own identities and how this impacts their role as facilitators
- Deepen their understanding of dialogue on difficult subjects
- Focus on their head, heart, and hands -- not judge self/others for not getting "it" – as they build their capacity to facilitate conversations that include challenging and complex issues during public events and book groups at their libraries

Estimated Budget

Three facilitators – 2.5 full days for 2 facilitators (which includes design, planning, and logistics, 1 full day for 1 facilitator (which includes prep and facilitation time)

3 Facilitators	$ 6,000.00
Overhead (10%) or as grant requires	600.00
	$ 6,600.00

Consolidated Sponsor Budget

Period Start: 2/1/2022

FIRST YEAR RATES:		COMPOSITE RATES:	
F&A Rate:		F&A Rate:	10.0%
FF Rate:	37.6%	FF Rate:	37.6%
PF Rate:	7.9%	PF Rate:	7.9%
PD Rate:	37.6%	PD Rate:	37.6%

Inflation: Default Inflation Rt

Mode	Entry		Salary	# Mos		Period 1	Total	In Base	FB Rate	Notes
PCT	0.0%	A. Faculty								
PCT	0.0%	Michele Holt-Shannon	0	0.00	Calendar	0	0	Y	FF	
		Total Faculty				0	0			
DEF		B. Other Personnel					0			
		Grad Students AY				300	300	Y	NA	
		Grad Students SU				0	0	Y	PF	
		Grad Subtotal			613NZ0	300	300			
		Post Doctoral Assoc			611Q90	0	0	Y	PD	
		Pat Staff			615NZ0	2,053	2,053	Y	FF	Holt-Shannon and Comms/Admin
		OS Staff			617NZ0	0	0	Y	FF	
		Labor (Apply partial fringe)			61SNZ0	1,553	1,553	Y	PF	Carrie Portrie
		Labor (Exempt partial fringe)			61SNZ0	0	0	Y	NA	
		Total Salaries & Wages (A+B)				3,906	3,906			
LKUP		C. Fringe Benefits			65YF10	894	894	Y		
		Total Salaries, Wages & FB (A+B+C)				4,800	4,800			
NONE		D. Tuition			721100	0	0	Y		
NONE		E. Equipment			740000	0	0	Y		
NONE		F. Travel - Domestic			710000	0	0	Y		
NONE		G. Travel - Foreign			710000	0	0	Y		
		H. Other Direct Costs					0			
NONE		Materials & Supplies			711200	0	0	Y		
NONE		Publications Cost			711200	0	0	Y		
NONE		Consultants			717000	0	0	Y		
NONE		Computer Services			711200	0	0	Y		
NONE		SubAwards (Apply F&A)				0	0	Y		
NONE		SubAwards (Exempt F&A)				0	0	N		
		SubAwards Subtotal			730001	0	0			
NONE		Service Providers			717200	1,200	1,200	Y		Kevin Pajaro-Martinez
NONE		Participant Support			722200	0	0	Y		
NONE		Other (Apply F&A)				0	0	Y		
NONE		Other (Exempt F&A)				0	0	N		
		Total Direct Costs				6,000	6,000			
		Total Direct Costs In IDC Base				*6,000*	*6,000*			
		I. Facilities & Administrative				600	600			
		Total Sponsor Costs				6,600	6,600			
		J. Cost-Sharing					0			
		K. Program Income					0			
		Total Project Costs				6,600	6,600			

Budget Justification Narrative
New Hampshire Public Libraries
Title: Facilitator Training for All Staff
Anticipated Timing: February 1, 2022 – – June 30, 2022

Personnel: $[3,906]

[Michele Holt-Shannon], [NH Listens-Director]. *Michele will co-design the sessions and facilitate the two training sessions (including breakout groups, tech support, etc.)*

[Carrie Portrie], [NH Listens-Program Manager]. *Carrie will co-design the sessions, support logistics with the project partner, and facilitate the two training sessions (including breakout groups, tech support, etc.)*

[Pending Selection], [Graduate Student], *NH Listens graduate student will support background logistics and tech support during the sessions with some light facilitation duties.*

[PAT Staff], [NH Listens Finance and Comms team], *General operating support*

Benefits Rate(s): $[894]

The full Employee Benefits rate applies to salaries and wages, except for hourly and college work study wages, graduate student salaries, and faculty summer salaries. The partial rate applies to non-student hourly wages, FICA-eligible graduate student pay, faculty summer salaries, and other exceptions to faculty and staff contract pay. The post-doctoral research rate applies to all postdoctoral staff.

Travel: $[0]

Supplies & Services: $[0]

Equipment: $[0]

Contractual: $[1,200]

Consultant/facilitators (Kevin Pajaro-Martinez) – Kevin will co-facilitate the two sessions and participate in briefing and debriefing meetings.

Facilities and Administrative Costs Rate: $[600]

F&A waiver rate of 10%.

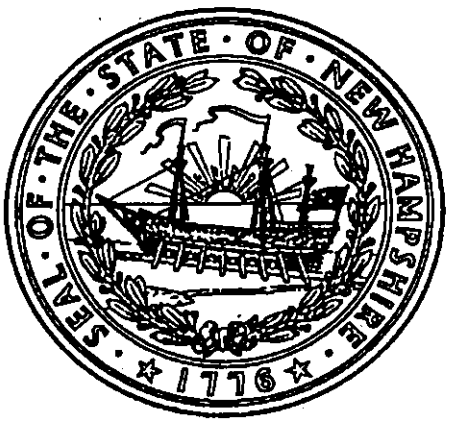
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that UNIVERSITY OF NEW HAMPSHIRE a New Hampshire State Chartered (Legislative) formed to transact business in New Hampshire on July 01, 1923. I further certify that it has paid the fees required by law and has not dissolved.

Business ID: **66982**

Certificate Number: **0005228604**



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 January A.D. 2021.

William M. Gardner
Secretary of State

Business Information

Business Details

Business Name:	UNIVERSITY OF NEW HAMPSHIRE	Business ID:	66982
Business Type:	State Chartered (Legislative)	Business Status:	Active
Business Creation Date:	07/01/1923	Name in State of Formation:	Not Available
Date of Formation in Jurisdiction:	07/01/1923		
Principal Office Address:	268 Mast Rd, Durham, NH, 03824, USA	Mailing Address:	268 MAST ROAD, DURHAM, NH, 03824, USA
Citizenship / State of Formation:	Domestic/New Hampshire		
		Last Annual Report Year:	N/A
		Next Report Year:	N/A
Duration:	Perpetual		
Business Email:	venky@unhdot.edu	Phone #:	603-862-0015
Notification Email:	NONE	Fiscal Year End Date:	NONE

Principal Purpose

S.No	NAICS Code	NAICS Subcode
No records to view.		

Principals Information

No Principal(s) listed for this business.

Registered Agent Information

Name:	Not Available
Registered Office Address:	Not Available
Registered Mailing Address:	Not Available

Trade Name Information

Business Name	Business ID	Business Status
ACORNS RESTAURANT, CAFE' AND LOUNGE (/online/BusinessInquire/TradeNameInformation?businessID=101573)	377298	Expired
BIGGIES! (/online/BusinessInquire/TradeNameInformation?businessID=102511)	377649	Expired
WITH PANACHE (/online/BusinessInquire/TradeNameInformation?businessID=125198)	442357	Expired
ACORNS IN THE WOODS (/online/BusinessInquire/TradeNameInformation?businessID=322714)	253601	Expired
NEW HAMPSHIRE PUBLIC TELEVISION (/online/BusinessInquire/TradeNameInformation?businessID=36714)	42356	Expired
Granite Society (/online/BusinessInquire/TradeNameInformation?businessID=374473)	556305	Expired
HITTING HOME (/online/BusinessInquire/TradeNameInformation?businessID=67613)	238276	Expired

Trade Name Owned By

Name	Title	Address

Trademark Information

Trademark Number	Trademark Name	Business Address	Mailing Address
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 204, Concord, NH 03301 -- **Contact Us (/online/Home/ContactUS)**

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Lavoie, Leanne

: Lavoie, Leanne
Sent: Tuesday, November 12, 2019 1.39 PM
To: Lavoie, Leanne
Subject: FW: Signing Authority - UNH

From: Smith, Nancy <Nancy.Smith@doj.nh.gov>
Sent: Wednesday, May 23, 2018 2:01 PM
To: DOJ-Civil Bureau <Dist-CivilBureau@doj.nh.gov>; DOJ-Transportation <Transportation@doj.nh.gov>; DOJ-Environmental Bureau <EnvironmentalBureau@doj.nh.gov>
Subject: FW: Signing Authority - UNH

In case you review "Cooperative Project Agreements" between your state agencies and UNH under the master agreement — below is a updated list of the authorized signors for UNH.

Nancy

Institution	Individual	Title
ranite State College	Lisa Shawney	Dean of Finance & Administration
eene State College	Susan LaPanne Audrey J. Arsenault	VP for Finance and Planning Director of Sponsored Projects and Research
Plymouth State University	Tracy Claybaugh Andrew Ines	Vice President for Finance and Administration Interim Director, Office of Research & Sponsored Pro ams
University of New Hampshire	Victor Sosa Karen Jensen Louise Griffin Darrel Covell	Manager of Research Administration Manager of Sponsored Programs Administration Senior Director For Research & Sponsored Program Administration Cooperative Ext — Dir of Finance, Admin, and Facilities
University System of New Hampshire	Catherine Provencher Diane Cotter Heather Huckins	Vice Chancellor for Financial Affairs & Treasurer Senior Contract Officer Interim Senior Contract Officer

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/1/2021

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: Josh Trowbridge
PHONE (A/C, No, Ext): 800-225-1865 FAX (A/C, No): 978-454-1865
E-MAIL ADDRESS: jtrowbridge@fredcchurch.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : United Educators Insurance	10020
INSURER B : Acadia Insurance Company	31325
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED UNIVSYS-01
University System of New Hampshire
5 Chenell Drive, Suite 301
Concord NH 03301

COVERAGES CERTIFICATE NUMBER: 1191336121 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	X COMMERCIAL GENERAL LIABILITY			E0195B	11/1/2021	11/1/2022	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ Included
	OTHER:							$
B	AUTOMOBILE LIABILITY			CAA5267641	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			E0195B	11/1/2021	11/1/2022	EACH OCCURRENCE	$ 30,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 30,000,000
	DED X RETENTION $ 1,000,000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability Educators Legal Liability			E0195B	11/1/2021	11/1/2022	Each Occurrence Aggregate Ea. Occ. / Aggregate	$1,000,000 $3,000,000 $30,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance University of New Hampshire at Durham, University of New Hampshire at Manchester, Keene State College, Plymouth State University, NHPB, New Hampshire Public Television (NHPTV), University of New Hampshire Foundation, Inc., UNH Alumni Association, Center for Public Responsibility, and Corporate Citizenship, Granite State College, New Hampshire Fiber Network, Inc. (NHFN, Inc.)

CERTIFICATE HOLDER

NH Department of Natural and Cultural Resources
172 Pembroke Road
Concord NH 03301
United States

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/08/2021

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		
RSC Insurance Brokerage, Inc. One New Hampshire Avenue Suite 125 Portsmouth NH 03801	CONTACT NAME: Janine D'Ambrosio PHONE (A/C, No, Ext): (603) 778-8985 FAX (A/C, No): E-MAIL ADDRESS: jdambrosio@risk-strategies.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : MEMIC Indemnity Company	11030
INSURED	INSURER B :	
University System of New Hampshire	INSURER C :	
5 Chenell Drive	INSURER D :	
	INSURER E :	
Concord NH 03301	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 21-22 **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	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		3102807054	04/01/2021	04/01/2022	PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

Evidence of insurance only.

CERTIFICATE HOLDER

NH Department of Natural & Cultural Resources
172 Pembroke Road
Concord, NH 03304

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

MB Christie

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