



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES**

BUREAU OF ELDERLY & ADULT SERVICES



Nicholas A. Toumpas
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4680 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964

Nancy L. Rollins
Associate
Commissioner

December 30, 2009

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

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a sole source amendment to an existing Agreement (Purchase Order #1003921) with Ossipee Concerned Citizens, Inc., 3 Dore Street, Center Ossipee, New Hampshire 03814 (Vendor Code # 170158), to provide Nutrition Services/ Congregate meals to elderly individuals, which was initially approved by Governor and Council on October 21, 2009 (Item # 81), by increasing the contract amount by \$14,700.00 from \$48,909.84 to \$63,609.84, effective date of Governor and Council approval through September 30, 2010. This amendment is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered and Congregate meals. Funds are available in the following account(s) for SFYs 2010 and 2011, with the authority to adjust encumbrances between each of the State fiscal years through the Budget Office if needed and justified.

05-95-48-481010-0885 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, AOA ARRA MEALS

Fiscal Year	Class/Object Code	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2010	502-500891	Contracts to providers	\$ 43,029.84	\$14,700.00	\$57,729.84
SFY 2011	502-500891	Contracts to providers	\$ <u>5,880.00</u>	\$ <u>0.00</u>	\$ <u>5,880.00</u>
Totals			\$ 48,909.84	\$14,700.00	\$63,609.84

Source of Funds: One hundred percent Federal ARRA funds.

EXPLANATION

Funding for this amendment with Ossipee Concerned Citizens, Inc. is with American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds, which provide Nutrition Services/Congregate meals that meet some needs of elderly individuals by providing meals in a group setting. This contract amendment increases the number of Congregate meals by 3,000, from 6,000 to 9,000 at a rate of \$4.90 per meal in SFY 2010, for a revised total contract amount of \$63,609.84 through September 30, 2010. Services are provided in accordance with The Older American's Act (AoA) of 1965, as amended.

The Administration on Aging (AoA) awarded BEAS two grants from the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services /Home Delivered meals and Nutrition Services/

Congregate meals to seniors in need of food by preventing waitlists and closures and to create or retain jobs. These funds assist New Hampshire communities dealing with rising food costs at a time when demand for services is increasing due to the economic downturn and the growing number of older adults. To maintain transparency and accountability for the use of the ARRA funds, BEAS awarded separate contracts to the Nutrition providers, which serves to segregate the ARRA funds from the ongoing BEAS supported Nutrition programs. Services provided and the associated costs will be tracked and reported separately on a monthly basis to meet the requirements of the ARRA legislation.

The initial distribution of the ARRA funds for the Home Delivered and Congregate Meals programs was determined as follows: BEAS elected, with the support of the AoA, not to seek competitive bids for these services as all meals providers who submitted a bid in response to RFP 10 DCBCCS-BEAS-SS-01 released by BEAS on February 6, 2009, were awarded contracts for congregate and/or home delivered meals. BEAS contacted these providers and asked them to identify additional needs that meet the requirements of the ARRA funds. This amendment is part of the final distribution of SFY 2010 ARRA Nutrition Services/Congregate Meals spending plan in the amount of \$71,854.00 that was not obligated at the time the original ARRA contracts were approved. Development and finalization of the spending plan involved: 1) clarification from AoA regarding allowable costs and reporting requirements, and 2) negotiations with the nutrition providers who requested additional ARRA funds. Under the final spending plan, contract amendments were awarded to all the nutrition providers who requested additional Nutrition Services/Congregate Meals ARRA funding that meet the ARRA requirements. See attached list of BEAS' final ARRA Spending Plan.

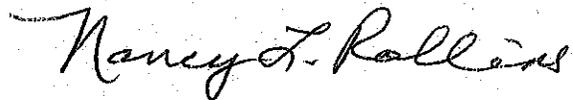
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance of a waitlist, and meeting the required documentation detailed in Exhibit C ARRA Standard Terms and as instructed by BEAS in accordance with the terms of the contract as evidenced by monthly invoices and reports submitted to BEAS.

Area served: See attached Catchment Area Form.

Source of Funds: One hundred percent Federal ARRA funds.

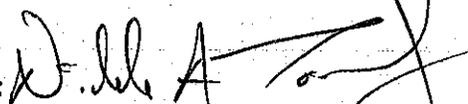
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs,

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

The American Recovery and Reinvestment Act of 2009 (ARRA)
 Nutrition Services/Home Delivered Meals and Congregate Meals
 Final Spending Plan
 SFYs 2010 and 2011



The American Recovery and Reinvestment Act of 2009

Agency	SFY 2010				SFY 2010				SFY 10		SFY 10 & 11	
	Delivered Meals	Rate per Meal:	Congregate Meals	Rate per Meal:	Jobs: Paid with Recovery Act Funds	Subtotal	Congregate Meals	Rate per Meal:	# Meals	Dollars	Contract Total	Amount
1 Cap Belknap Merrimack Counties	5,410	\$28,781.20	1,300	\$6,370.00	\$17,538.30	\$52,689.50	0	\$0.00	0	\$0.00	\$52,689.50	\$52,689.50
2 Gibson Center for Senior Citizens	2,246	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72	0	\$0.00	0	\$0.00	\$11,948.72	\$11,948.72
3 Grafion County Senior Citizens Council	2,246	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72	0	\$0.00	0	\$0.00	\$11,948.72	\$11,948.72
4 Greater Wakefield Resource System	not a provider of HD meals		2,000	\$9,800.00	\$0.00	\$9,800.00	500	\$2,450.00	500	\$2,450.00	\$12,250.00	\$12,250.00
5 Newport Senior Center	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
6 Ossipee Concerned Citizens	2,562	\$13,629.84	9,000	\$44,100.00	\$0.00	\$57,729.84	1,200	\$5,880.00	1,200	\$5,880.00	\$63,609.84	\$63,609.84
7 Rockingham County Nutrition Program	4,408	\$23,450.56	13,000	\$63,700.00	\$13,536.69	\$100,687.25	3,000	\$14,700.00	3,000	\$14,700.00	\$115,387.25	\$115,387.25
8 Somersworth Housing Authority	3,301	\$17,561.32	0	\$0.00	\$11,582.50	\$29,143.82	0	\$0.00	0	\$0.00	\$29,143.82	\$29,143.82
9 St. Joseph Community Service	5,410	\$28,781.20	15,000	\$73,500.00	\$0.00	\$102,281.20	4,000	\$19,600.00	4,000	\$19,600.00	\$121,881.20	\$121,881.20
10 Tri-County Community Action Program	2,246	\$11,948.72	5,750	\$28,175.00	\$0.00	\$40,123.72	2,363	\$11,578.70	2,363	\$11,578.70	\$51,702.42	\$51,702.42
11 VNA @ HCS	2,246	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72	0	\$0.00	0	\$0.00	\$11,948.72	\$11,948.72
Total	30,075	\$159,999.00	46,050	\$225,645.00	\$42,657.49	\$428,301.49	11,063.00	\$54,208.70	11,063.00	\$54,208.70	\$482,510.19	\$482,510.19

ARRA SERVICE CATCHMENT AREA

Name of Service	County/Counties	Towns/Cities where Services will be offered
Nutrition Congregate	Carroll	Moultonboro
		Ossipee
		Sandwich
		Tamworth
Nutrition Home-delivered	Carroll	Effingham
		Freedom
		Moultonboro
		Ossipee
		Sandwich
		Tamworth
		Wakefield

AMENDMENT

This Agreement (hereinafter called the "Amendment") dated this 7th day of December, 2009, by and between the State of New Hampshire, acting by and through its Division of Community Based Care Services, Bureau of Elderly and Adult Services of the Department of Health and Human Services (hereinafter referred to as the "Bureau") and Ossipee Concerned Citizens, Inc., a corporation organized under the laws of the State of New Hampshire, with a place of business at 3 Dore Street, Center Ossipee, New Hampshire 03814 (hereinafter referred to as the "Provider").

WHEREAS, pursuant to an Agreement (hereinafter called the "Agreement") dated August 21, 2009, and approved by the Governor and Executive Council on October 21, 2009, (Item # 81), the Provider agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein; and

WHEREAS, pursuant to the provisions of Section 17 of the Agreement, the Agreement may be amended, waived or discharged only by a written instrument executed by the parties thereto; and

WHEREAS, the Provider and the Division have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties do hereby agree as follows:

1. Amendment and Modification of Agreement:

The Agreement is hereby amended as follows:

To Amend Price Limitation section 1.8 by increasing the amount from \$48,909.84 to \$63,609.84.

To Amend Exhibit A Scope of Services as follows:

SECTION I: NUTRITION SERVICES/CONGREGATE MEALS

Paragraph 4, amended by adding the following language as included below in italics:

4. Units of Service:

The Contractor agrees to provide the number of Nutrition Services/Congregate Meals as detailed in Exhibit B Purchase of Services. *The number of units of ARRA Congregate Meals is increased by 3,000 units, from 6,000 to 9,000 units.*

Contractor's Initials: WJ
Date: 12/17/09

To Amend Exhibit B as detailed in *italics*:

**EXHIBIT B
PURCHASE OF SERVICES**

Contractor Name: Ossipee Concerned Citizens, Inc.

- Subject to the Contractor's compliance with the terms and conditions of the Agreement, the Bureau of Elderly and Adult Services shall reimburse the Contractor for units of service provided to eligible individuals, by the Contractor, at the following rate(s):

STATE FISCAL YEARS 2010 and 2011
Governor and Council approval through September 30, 2010

Service	<u>SFY 2010</u> <u>Rate Per</u> <u>Unit</u>	<u>SFY 2010</u> <u>Units</u>	<u>SFY 2010</u> <u>Cost</u>	<u>SFY 2011</u> <u>Rate Per</u> <u>Unit</u>	<u>SFY 2011</u> <u>Units</u>	<u>SFY 2011</u> <u>Cost</u>
ARRA						
Congregate Nutrition Services	\$ 4.90 per meal	9,000	\$ 44,100.00	\$ 4.90 per meal	1,200	\$ 5,880.00
Home Delivered Nutrition Services	\$ 5.32 per meal	2,562	\$ 13,629.84	\$ 5.32 per meal	0	\$ 0.00
Totals			\$ 57,729.84			\$ 5,880.00
		State Fiscal Year 2010	\$ 57,729.84			
		State Fiscal Year 2011	\$ 5,880.00			
		Grand Total	\$ 63,609.84			

- It is understood that in no event shall the total payments made by the Bureau of Elderly and Adult Services under this Agreement exceed the sum of \$ 63,609.84.

2. Effective Date of Amendment:

This Amendment shall be effective January 27, 2010, or date of Governor and Council approval, whichever is later.

Contractor's Initials: WTC
Date: 12/17/09

3. Continuance of Agreement:

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

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

THE STATE OF NEW HAMPSHIRE
Division of Community Based Care Services
Bureau of Elderly and Adult Services
Department of Health and Human Services

By Nancy A. Rollins
Associate Commissioner

Ossipee Concerned Citizens
Name of Corporation

By William T. Jones
Name/Title William T. Jones

STATE OF New Hampshire
COUNTY OF Carroll

On this the 17 day of Dec, 2009, before me, Patricia Hodge the undersigned officer, personally appeared William T. Jones who acknowledged himself/herself to be the Chairman of Ossipee Concerned Citizens, a corporation, and that he/she, as such Chairman being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as William T. Jones

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Patricia A. Hodge
Notary Public/Justice of the Peace

My commission expires: **PATRICIA A. HODGE**
Justice of the Peace - New Hampshire
My Commission Expires March 22, 2011

Approved by Attorney General this 6th day of January, 2010.

By Suzan M. Lehmann (Suzan Lehmann)
OFFICE OF THE ATTORNEY GENERAL

Approved by Governor and Council this 27th day of January, 2010. Item # 51

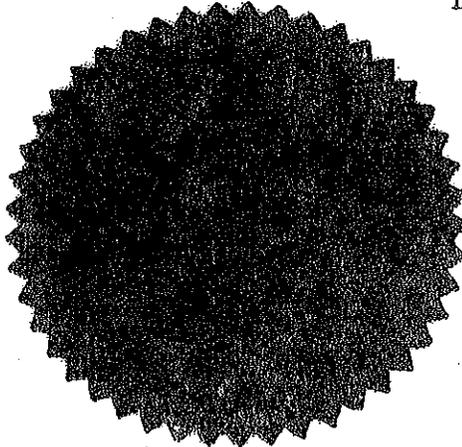
Contractor's Initials: [Signature]
Date: 12/17/09

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 OSSIPPEE CONCERNED CITIZENS, INC. is a New Hampshire nonprofit corporation formed May 12, 1975. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2009



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

William M. Gardner
Secretary of State

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online

Date: 5/18/2009

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
OSSIPEE CONCERNED CITIZENS, INC.	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	66575
Status:	Good Standing
Entity Creation Date:	5/12/1975
Principal Office Address:	3 DORE ST CTR OSSIPEE NH 03814
Principal Mailing Address:	PO Box 426 Center Ossipee NH 03814
Expiration Date:	Perpetual
Last Annual Report Filed Date:	3/10/2006
Last Annual Report Filed:	2005

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Ossipee Concerned Citizens, Inc

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting
Board of Directors of _____ of Ossipee Concerned citizens, Inc.
(Name of Governing Board) (Name of Corporation)
January 13, 2009
on _____ which was duly called at which a quorum was
present:

“On motion duly made and seconded, it was voted to authorize
the Chairman, to accept grants and awards and enter into contracts, and
contract amendments from time to time with the New Hampshire Department of Health and Human
Services, Bureau of Elderly and Adult Services, to sign and otherwise fully execute such acceptances and
contracts, and contract amendments or modifications thereto, and any related documents requested by the
New Hampshire Department of Health and Human Services; Bureau of Elderly and Adult Services, this
authorization to continue until revoked by vote of this governing board.

I certify the foregoing vote is still in effect and has not been revoked, rescinded or modified.

I further certify that (Name of corporate official signing the acceptance or contract)
William T. Jones Chairman
_____ is the duly elected (Title) _____ of
this corporation and is still qualified and serving in such capacity.

12/17/2009

(Date)

Aracée Mullette

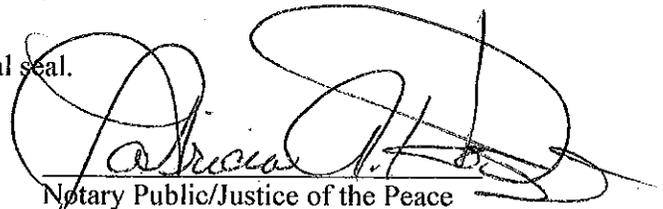
Secretary

(Imprint seal of corporation. If none, write: “No corporate seal.”)

STATE OF NEW HAMPSHIRE
Carroll
COUNTY OF _____

On December 19, 2009, before the undersigned officer personally
appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the
Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledged that _____
she/he executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.



Notary Public/Justice of the Peace

PATRICIA A. HODGE
Justice of the Peace - New Hampshire
My Commission Expires March 22, 2014

PRODUCER
Antonucci Insurance Services
 PO Box 1115 Clarke Plaza
 Wolfeboro, Falls NH 03896
 Phone: 603-569-8933 Fax: 603-569-8936

INSURED
Ossipee Concerned Citizens Inc
 PO Box 426
 Center Ossipee NH 03814-0426

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Western World (Horan Goldman)	
INSURER B: Peerless Insurance Company	
INSURER C: USLI (Horan Goldman)	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <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	NPP0975221	09/08/09	09/08/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
C		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	CUP1005455C	09/08/09	09/08/10	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WC9340947	08/22/09	08/22/10	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

STATEEL

State of NH
 Div of Elderly & Adult Service
 Attn: Cindy Carpenter
 129 Pleasant St
 Concord NH 03301-3857

CANCELLATION

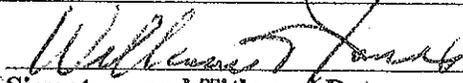
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Tina L. Antonucci

**Comprehensive General Liability Insurance & Worker's Compensation
Acknowledgement Form**

The New Hampshire Office of Attorney General requires that the Request for Proposal (RFP) package inform all Bidders of the State of New Hampshire's general liability insurance and worker's compensation requirements. Please complete and return this form and all required Certificate(s) of Insurance with your proposal.

Comprehensive General Liability Insurance: The limits of liability required are dependent upon your corporation's legal formation, and the annual total amount of contract work with the State of New Hampshire. Please select ONE of the three checkboxes below that best describes your corporation's legal formation and annual total amount of contract work with the State of New Hampshire.

		Select one
1	The contractor certifies that it IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire does <u>not</u> exceed \$500,000.	<input checked="" type="checkbox"/>
2	The contractor certifies that it IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire <u>equals or exceeds</u> \$500,000.	<input type="checkbox"/>
3	The contractor certifies that it is NOT a 501 © (3) contractor.	<input type="checkbox"/>
 9/8/09 Signature and Title and Date		

INSURANCE REQUIREMENTS for selection # 1 – Per RSA 21-1: 13, XIV. The general liability insurance provision for standard state contracts, requires any contractor who qualifies for nonprofit status under section 501 © (3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000 to have:

- Comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

INSURANCE REQUIREMENTS for selection # 2 or # 3 – Per Agreement (P-37) General Provisions, 14.1 and 14.1.1. Insurance and Bond: The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefits of the State, the following insurance:

- Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence. *The State of New Hampshire MAY modify these amounts upon approval of the Attorney General.*

The policies 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.

OSSIPEE CONCERNED CITIZENS, INC.

Mission Statement

The "Mission Statement" of Ossipee Concerned Citizens, Inc. is as follows:

**"To promote the growth and prosperity of the
Town of Ossipee and vicinity"**

(From 1975)

INDEPENDENT AUDITOR'S COMMUNICATION OF
CONTROL DEFICIENCIES AND OTHER MATTERS

To the Members of the Board of Directors and Management
Ossipee Concerned Citizens, Inc.
Ossipee, New Hampshire

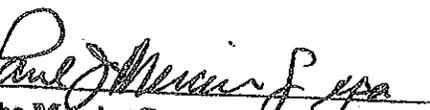
In planning and performing our audit of the Ossipee Concerned Citizens, Inc. for the fiscal years ended September 30, 2008 and 2007 in accordance with auditing standards generally accepted in the United States of America, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of Ossipee Concerned Citizens, Inc.'s internal control.

Under the standards established by the American Institute of Certified Public Accountants, a *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are pleased to report that, during the course of our review of internal controls, no material weaknesses in the Agency's accounting systems and records were identified and the organization appears to be able to address its changing needs as they arise. Areas of opportunity for further consideration include:

- Continued development of accounting systems and procedures
- Procedures to monitor classification between agency programs and management expenses

This report is intended solely for the information and use of management and others within the administration. It is not intended for and should not be used by anyone other than these specified parties.


The Mercier Group, a professional corporation
December 30, 2008

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL PRESENTATION

To the Members of the Board of Directors
Ossipee Concerned Citizens, Inc.
Ossipee, New Hampshire

We have audited the accompanying statements of financial position of Ossipee Concerned Citizens, Inc. as of September 30, 2008 and 2007 and the related statements of activities and cash flows for the years then ended as listed in the table of contents. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards that are generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Ossipee Concerned Citizens, Inc., as of September 30, 2008 and 2007, and the changes in its net assets and its cash flows for the years then ended in conformity with generally accepted accounting principles.



The Mercier Group, a professional corporation

December 30, 2008

All numbers are expressed in American Dollars

	2008	2007
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	36,468	15,690
Investments	5,570	5,420
Receivables:		
Due from grantors	35,541	73,478
Due from employees	655	75
	<u>78,234</u>	<u>94,663</u>
PROPERTY AND EQUIPMENT		
Equipment & furnishings	51,765	51,765
Accumulated depreciation	(49,917)	(48,801)
	<u>1,848</u>	<u>2,964</u>
	<u>80,082</u>	<u>97,627</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Current:		
Accounts payable	23,241	54,292
Accrued expenses	450	
	<u>23,691</u>	<u>54,292</u>
NET ASSETS		
Unrestricted:		
Net investment in property and equipment	1,848	2,964
Designated for program services	54,543	40,371
	<u>56,391</u>	<u>43,335</u>
	<u>80,082</u>	<u>97,627</u>

See accompanying notes to the financial statements.

For the Fiscal Years Ending September 30, 2008 and 2007

All amounts are expressed in American dollars

	<u>Unrestricted</u>	
	<u>2008</u>	<u>2007</u>
SUPPORT AND REVENUES		
Public Support:		
Federal grants	393,285	499,446
State grants	203,133	176,770
Town Support	41,962	49,118
Donated rental space	56,000	56,000
Client & other donations	78,664	88,029
Fund raising & other support	103,187	88,857
	<u>876,231</u>	<u>958,220</u>
Revenues:		
Program service revenue	35,874	36,213
Rental income	15,000	12,000
Interest	14	16
	<u>50,888</u>	<u>48,229</u>
	<u>927,119</u>	<u>1,006,449</u>
EXPENSES		
Program services	870,104	958,095
General and administrative	36,858	41,023
Fund raising and public awareness	7,101	7,637
	<u>914,063</u>	<u>1,006,755</u>
CHANGE IN NET ASSETS	13,056	(306)
NET ASSETS - BEGINNING	43,335	43,641
NET ASSETS - ENDING	<u>56,391</u>	<u>43,335</u>

See accompanying notes to the financial statements.

Ossipee Concerned Citizens, Inc. Board of Directors Jan. 2009

President/Chairman:

William T. Jones
P.O. Box 958
Center Ossipee, NH 03814

Vice President/Chair

Vacant

Secretary:

Sarah Millette
22 Bluffs BLVD
Center Ossipee, NH. 03814

Treasurer

Rev. Robert E. Bossdorf
160 Browns Ridge Road
P.O. Box 438
Ossipee, N.H. 03864

Members:

Ron and Theresa Camire
46 Elm Street
Ossipee, NH 03864

Louise Champion
483 Green Mtn Rd
Effingham, NH 03882

Jim Dolan
50 Thurley Rd.
Center Ossipee, NH 03814

Irene Dunbar
P.O. Box 313
Ossipee, NH 03864

Eastham and Mary Hockmeyer
P.O. Box 168
Freedom, N.H. 03836

Jerry Littlefield
195 Dorrs Corner Rd
Center Ossipee, NH 03814

June Loud
P.O. Box 95
Center Ossipee, NH 03814

Randy Lyman
85 Old Granite Road
Ossipee, NH 03864

Dona Miskelley
387 Huckins Road
Freedom, N.H 03836

Bob Morin
70 Effingham Road
Ossipee, N.H. 03864

Pat Parsons
763 Green Mountain Rd
Effingham, N.H. 03882

Ann Ward
115 Hodgedon Shore Road
Center Ossipee, N.H. 03814



**AMERICAN RECOVERY AND
REINVESTMENT ACT OF 2009**

Program Budget Form - Program Costs & Revenues Budget By Service		
Agency Name	Ossipee Concerned Citizens, Inc	
Program Service Name	Nutrition Congregate	
Program Component	SFY 2010	
	10/7/09 - 6/30/10	
	FTE	Amount
COSTS		
Salaries & Benefits		
Personnel Salaries	\$ -	\$ 16,400
Fringe Benefits & Payroll Taxes		\$ 1,600
Subtotal Salaries & Benefits		\$ 18,000
Other Direct Costs		
Food		\$ 24,000
Subcontracts		
Other		\$ 4,500
Subtotal Other Direct Costs		\$ 28,500
Occupancy		\$ 8,000
Subtotal Program Costs		\$ 54,500
Agency Admin. Support		\$ 5,400
TOTAL PROGRAM COSTS		\$ 59,900
REVENUES		
Federal ARRA Revenues		
American Recovery and Reinvestment Act of 2009 (ARRA)		\$ 44,100
Total ARRA Revenues		\$ 44,100
Inkind Revenue		\$ 17,400
TOTAL PROGRAM REVENUES		\$ 61,500
15% ARRA MATCHING REQUIREMENT		
Sources and amounts of the non-federal 15% match requirement.		
SPACE		2400
TOWNS		2000
DONATIONS		18000
VOLUNTEERS		1000
TOTAL # ARRA FUNDED MEALS		\$ 9,000

Donna E. Sargent
269 Chickville Rd
Ossipee, N.H. 03864
e-mail rebelone@worldpath.net
occanhlp@verizon.net

Education: B.S. Human Services - Southern New Hampshire University

Employment: January 1979 - present
Executive Director- Ossipee Concerned Citizens, Inc.
Responsibilities : Management of multi-purpose, inter-generational Human services organization, including Carroll County WIC, Senior Nutrition, Senior Center, and Childrens Day Care Center.
Duties include: proposal writing, liaison with state ,federal and local funding sources ,staff relations ,public relations, fund raising and fiscal Management of annual operating budget in excess off \$ 800,000.00.

Employment: 1969-1978
Site Coordinator-Carroll County Family Planning
Responsibilities: establish and maintain a Family Planning Program in Southern Carroll County.
Duties: recruitment and counseling of clients, maintain required records, Perform routine blood pressure and weight checks and pregnancy tests, When necessary. Worked closely with physicians, school nurses and other Health and human services personnel. Prepare and distribute all public Relations relative to the program.

Civic: Member Ossipee Budget Committee and Ossipee Planning Board
Board Member Ossipee Main Street Program.
Member First Congregational Church Of Ossipee
Town Representative; Mount Washington Valley Economic Dev. Corp
Past member Ossipee Nursing Service Board of Directors , coach Ossipee Girls basketball and Softball teams.

Awards: "Outstanding Young Women of America" 1980
FIRST recipient of " Northern New Hampshire Foundations Community Leadership Award" 1990

Personal: Sports, reading, gardening, people, animals.

Donna M. Grow
Po Box 411
Center Ossipee NH 03814
(603)539-7298

Objective: An interesting position, utilizing my devotion to high quality customer service, and joy of helping people.

Experience: Ossipee Concerned Citizens Site Coordinator/ Cook Center Ossipee NH.
July 1 2004 to Present

Ossipee Concerned Citizens Cook Center . Ossipee
1985 to October 2003

- Consistently met or exceeded goals related to food service work.
- Washed, trimmed and prepared vegetables and meats for cooking.
- Maintained high standards of excellence.
- Cooked vegetables and baked breads.
- Boiled, broiled, fried and roasted meats.
- Demonstrated consistent record of attendance.
- Planned menus and ordered foods and supplies.
- Cleaned kitchen and cooking utensils.
- Served meals.
- Contributed to profitability by assisting with fundraising.
- Applied knowledge of preparing meals using resources in stock.
- Excellent track record of preparing meals, enjoyed by costumers.
- Prepared food for special diets.

Value-Land Food Store Center . Ossipee N.H.
Deli Clerk 2002 to January 2004

- Contributed to all aspects of cleanliness to assure safety and quality for employees and customers.
- Placed meat and cheese on cutting board and cut slices to designated thickness, using knives and other hand cutters.
- Successfully handled customer service professionally.
- Adjusted knob to set machine for desired thickness.
- Pressed button to start motor that moved carriage past rotary blade that sliced meats and cheeses.
- Stacked out pieces on trays and platters, separating portions with paper.
- Weighed and wrapped sliced foods and affixed sticker showing price and weight.
- Maintained high standards of excellence.

Education: Cardinal Cushing High School Diploma Dorchester MA
1973

National Restaurant Association Educational Foundation
ServSafe Certification

11/08/2000

James B. Thompson
R.R. #1 Box 399
Center Ossipee, N.H. 03814

Education B.S. Physical Education - University Of
New Hampshire

Employment

June 1991- Grant Writer/Administrative Assistant - Ossipee

Present Concerned Citizens, Inc.

Responsibilities: Identify and prepare application for such grants or awards as become available for operation of the agency or for other town purposes Assist the Executive Director in all aspects of the overall management of the agency.

Duties: Proposal writing, public relations, fiscal management, computer operation and caseload management. Development of brochures and newsletters for agency programs. Assist with staff relations and staff selection. Work with board and staff on fund raising.

1986 - 1991

Freelance writing and carpentry work

1981 - 1986

Grant Writer/Community Development Director
Ossipee Concerned Citizens, Inc.

Responsibilities: Writing and Administering grants in excess of five million dollars for water/sewer, housing rehab. and other community development projects for the town.

1972 - 1981

Recreation Director - Town of Ossipee

Responsibilities: Development of a multi-age Recreational Department for the town.

Duties: Establish goals and objectives for the department and institute programs and events designed to meet those needs. Prepare operational budget and operate within budget. Coaching sports programs. Counseling youth on various aspects of life.

Civic Activities:

Chairman: Board of Directors Ossipee Concerned Citizens

Secretary: Ossipee Area Jaycees

Head Coach: Kingswood Regional High school Boys Varsity Basketball Team.

Head Coach: Ossipee Babe Ruth Baseball

Personal Interests:

Reading, writing, sports, youth

Awards:

Outstanding Young Men Of America 1985

Norma C. Merrow
30 Paddy Acre Road
Center Ossipee, N.H. 03814
Tel. (603) 539-4358

Education: Graduate of Brewster Academy
Numerous Elderly Issues Seminars

Employment: Sept. 1983 – present
Director Elderly Nutrition Program

- A. Duties include: Daily operation of the meals program.
- B. Interview and screening of potential recipients of HD Meals to determine eligibility and referral to other Services that meet their needs.
- C. Submit all required forms to the state. TXX & TIII HD & congregate. Maintain daily accurate MOW lists for volunteers
- D. Maintain accurate files on each recipient
- E. Contact appropriate town officials when necessary for approval
- F. Complete financial reimbursement forms of state and town payment
- G. Submit monthly figures to Exec. Director for billing and unit Statistical reports.
- H. Work with other agency and civic groups.
- I. Support other staff members to insure excellent service to our Recipients.

Employment: 1958 – 1967 Employed by Huggins Hospital
Duties included Office admissions, client billings, and switchboard
X-ray office duties as assigned.
Medical Record transcription
Bookkeeper Office assistant

1 year at Meredith News
Bookkeeper assistant- proof reader and company billings

Award: Ray Burton Award for contributions to the community.

Personal: Enjoy working with the elderly population! Reading, gardening
Photography, cooking for family

Handwritten initials



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES**

BUREAU OF ELDERLY & ADULT SERVICES



**Nicholas A. Toumpas
Commissioner**

**Nancy L. Rollins
Associate
Commissioner**

**129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4680 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964**

September 11, 2009

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

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a sole source contract with Ossipee Concerned Citizens, Inc., 3 Dore Street, Center Ossipee, New Hampshire 03814 (Vendor Code # 170158), to provide Nutrition Services/Home Delivered and Congregate meals to elderly individuals effective date of Governor and Council approval through September 30, 2010 in an amount not to exceed \$48,909.84. This contract is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered and Congregate meals. Funds are available in the following account(s) for SFYs 2010 and 2011, with the authority to adjust encumbrances between each of the State fiscal years through the Budget Office if needed and justified.

05-95-48-481010-0885 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, AOA ARRA MEALS

Fiscal Year	Class/Object Code	Class Title	Amount
SFY 2010	502-500891	Contracts to providers	\$ 43,029.84
SFY 2011	502-500891	Contracts to providers	\$ 5,880.00
Totals			\$ 48,909.84

Source of Funds: One hundred percent Federal ARRA funds.

EXPLANATION

Funding for this contract with Ossipee Concerned Citizens, Inc, Inc. is with American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds, which provide Nutrition Services/Home Delivered meals that meet the needs of elderly individuals who are unable to prepare meals for themselves by providing well-balanced meals and Nutrition Services/Congregate meals that meet some needs of elderly individuals by providing meals in a group setting. Upon approval of Governor and Executive Council, this contract provides 2,562 Home Delivered Meals, at a rate of \$5.32 per meal, for a total of \$13,629.84, through June 30, 2010. In addition, it provides 6,000 Congregate meals at the rate of \$4.90 per meal, for a total of \$29,400.00 through June 30, 2010 and 1,200 Congregate meals at the same rate for a total of \$5,880.00 for the period July 1, 2010 through September 30, 2010. Services are provided in accordance with The Older

American's Act (AoA) of 1965, as amended.

The Administration on Aging (AoA) awarded BEAS two grants from the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services /Home Delivered meals and Nutrition Services/ Congregate meals to seniors in need of food by preventing waitlists and closures and to create or retain jobs. These funds assist New Hampshire communities dealing with rising food costs at a time when demand for services is increasing due to the economic downturn and the growing number of older adults.

The ARRA funds for the Home Delivered and Congregate Nutrition programs will be available for SFY 2010. Funding is also available for Congregate Meals Nutrition program for SFY 2011 through September 30, 2010, which coincides with the termination date of the Nutrition Services/Congregate Meals award.

The distribution of the ARRA funds for the Home Delivered and Congregate Meals programs was determined as follows: BEAS elected, with the support of the AoA, not to seek competitive bids for these services as all meals providers who submitted a bid in response to RFP 10 DCBCCS-BEAS-SS-01 released by BEAS on February 6, 2009, were awarded contracts for congregate and/or home delivered meals. BEAS contacted these providers and asked them to identify additional needs that meet the requirements of the ARRA funds. See attached list of nutrition providers, type of meals, number of meals and funding by SFY that BEAS is submitting to Governor and Executive Council for approval.

To maintain transparency and accountability for the use of ARRA funds, BEAS is awarding separate contracts to the Nutrition providers, which serves to segregate the ARRA funds from the ongoing BEAS supported Nutrition programs. Services provided and the associated costs will be tracked and reported separately on a monthly basis to meet the requirements of the ARRA legislation.

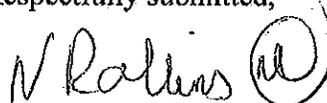
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance of a waitlist, and meeting the required documentation detailed in Exhibit C ARRA Standard Terms and as instructed by BEAS in accordance with the terms of the contract as evidenced by monthly invoices and reports submitted to BEAS.

Area served: See attached Catchment Area Form.

Source of Funds: One hundred percent Federal ARRA funds.

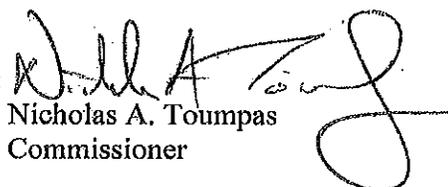
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner