



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



**Nicholas A. Toumpas  
Commissioner**

**Nancy L. Rollins  
Associate  
Commissioner**

**BUREAU OF ELDERLY & ADULT SERVICES**

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

December 22, 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 #1003918) with Somersworth Housing Authority, 9 Bartlett Avenue, Somersworth, New Hampshire 03878 (Vendor Code # 154340), to provide Nutrition Services/Congregate meals to elderly individuals, which was initially approved by Governor and Council on October 21, 2009 (Item # 77), by increasing the contract amount by \$11,582.50 from \$17,561.32 to \$29,143.82 effective retroactive to January 1, 2010 through June 30, 2010. This contract amendment is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered meals. Funds are available in the following account(s):

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	\$17,561.32	\$11,582.50	\$29,143.82

Source of Funds: One hundred percent Federal ARRA funds.

**EXPLANATION**

Funding for this contract with Somersworth Housing Authority 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 amendment provides job restoration/retention support in the amount of \$11,582.50. 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.

BEAS offers the following retroactive explanation. BEAS' ARRA Nutrition Services/Congregate meals spending plan for job restoration/retention support funds is based on twenty-six (26) weeks, from January 1, 2010 through June 30, 2010. 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. Furthermore, the providers needed additional time to determine how to sustain financial support for the jobs that were restored and/or retained upon termination of the ARRA contract amendment.

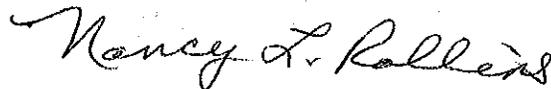
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance 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.

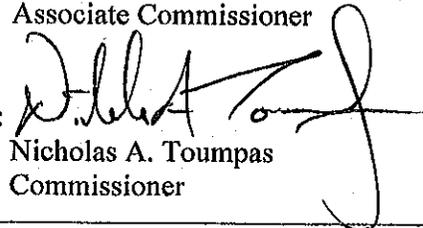
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.

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 2010			SFY 10			
	Delivered Meals	Rate per Meal:	# Meals	Congregate Meals	Rate per Meal:	# Meals	Jobs: Paid with Recovery Act Funds	Dollars	Amount	Subtotal	State Fiscal Year 2011 Congregate Meals	Rate per Meal:	Amount
1 Cap Belknap Merrimack Counties	5,410	\$28,781.20	5,410	1,300	\$6,370.00	1,300	\$17,538.30	\$52,689.50			0	\$0.00	\$52,689.50
2 Gibson Center for Senior Citizens	2,246	\$11,948.72	2,246	0	\$0.00	0	\$0.00	\$11,948.72			0	\$0.00	\$11,948.72
3 Grafton County Senior Citizens Council	2,246	\$11,948.72	2,246	0	\$0.00	0	\$0.00	\$11,948.72			0	\$0.00	\$11,948.72
4 Greater Wakefield Resource System	not a provider of HD meals		not a provider of HD meals	2,000	\$9,800.00	2,000	\$0.00	\$9,800.00			500	\$2,450.00	\$12,250.00
5 Newport Senior Center	0	\$0.00	0	0	\$0.00	0	\$0.00	\$0.00			0	\$0.00	\$0.00
6 Ossipee Concerned Citizens	2,562	\$13,629.84	2,562	9,000	\$44,100.00	9,000	\$0.00	\$57,729.84			1,200	\$5,880.00	\$63,609.84
7 Rockingham County Nutrition Program	4,408	\$23,450.56	4,408	13,000	\$63,700.00	13,000	\$13,536.69	\$100,687.25			3,000	\$14,700.00	\$115,387.25
8 Somersworth Housing Authority	3,301	\$17,561.32	3,301	0	\$0.00	0	\$11,582.50	\$29,143.82			0	\$0.00	\$29,143.82
9 St. Joseph Community Service	5,410	\$28,781.20	5,410	15,000	\$73,500.00	15,000	\$0.00	\$102,281.20			4,000	\$19,600.00	\$121,881.20
10 Tri-County Community Action Program	2,246	\$11,948.72	2,246	5,750	\$28,175.00	5,750	\$0.00	\$40,123.72			2,363	\$11,578.70	\$51,702.42
11 VNA @ HCS	2,246	\$11,948.72	2,246	0	\$0.00	0	\$0.00	\$11,948.72			0	\$0.00	\$11,948.72
<b>Total</b>	<b>30,075</b>	<b>\$159,999.00</b>	<b>30,075</b>	<b>46,050</b>	<b>\$225,645.00</b>	<b>46,050</b>	<b>\$42,657.49</b>	<b>\$428,301.49</b>			<b>11,063.00</b>	<b>\$54,208.70</b>	<b>\$482,510.19</b>

SFY 10  
 Contra Am



## AMENDMENT

This Agreement (hereinafter called the "Amendment") dated this 10th 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 Somersworth Housing Authority, a corporation organized under the laws of the State of New Hampshire, with a place of business at 9 Bartlett Avenue, Somersworth, New Hampshire 03878 (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 # 77), 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 \$17,561.32 to \$29,143.82.

To Amend Exhibit A Scope of Services by adding Section I (A) as follows:

**SECTION I (A): NUTRITION SERVICES/ JOB RESTORATION/RETENTION**

The Contractor agrees to provide:

**SERVICE/PROGRAM DESCRIPTION**

Under this contract amendment American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds provide Nutrition Services/ Job Restoration and Retention that meet some needs of elderly individuals by providing meals in a group setting. Services shall be provided in accordance with The Older American's Act (AoA) of 1965, as amended.

**SERVICE/PROGRAM AND ADMINISTRATIVE REQUIREMENTS:**

1. The Contractor agrees to provide the following service/program activities:

Contractor's Initials: NHR  
Date: 12-15-09

Nutrition Services/ Job Restoration and Retention shall include the following: Site Manager for the northern Strafford County meal site for 25 hour per week to manage the reopening of a meal site and the restoration of hours for the Manager and Assistant Manager at the Rochester meal site.

2. The Contractor agrees to perform the following administrative services: monitor and evaluate nutrition services, maintain financial records; submit reports as requested to the Bureau of Elderly and Adult Services and as outlined in Exhibit C, American Recovery and Reinvestment Act Standard Terms.

3. Rules and Policies:

Nutrition Services/ Job Restoration and Retention shall be provided according to the rules and polices of the Bureau of Elderly and Adult Services, and as they may be adopted and amended from time to time, including the Direct and Purchased Services for Adults (PR 88-1: Nutrition Item 222; Sections 3010.3; 3010.4C; 3010.5 A, E, F, G, H, I; 3010.6), and The Older American's Act of 1965 as amended, and which are incorporated by reference into this Agreement.

4. Location:

Nutrition Services/ Job Restoration and Retention shall be provided at the northern Strafford County and the Rochester meal sites.

5. Quality Assurance/Performance Measures:

BEAS has identified the following Benchmarks that indicate the degree of success of the Contractor's performance. The required BEAS and ARRA reports will be the means by which the outcomes of these program measures are reported to BEAS.

American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA). Nutrition Services/ Job Restoration and Retention Performance Measures and Benchmarks are included below and may be amended during the contract period.

<b>Performance Measures</b>	<b>BEAS Benchmark</b>
Northern Strafford County meal site is reopened.	100% of eligible individuals in restored geographic area are able to receive meals.
Work hours for Manager & Asst. Manager at Rochester meal site are restored.	Site is fully operational and the demand for meals is met.

6. Catalogue of Federal Domestic Assistance (CFDA)

This service is funded with 100% federal funds made available under the CFDA # 93.707 American Recovery and Reinvestment Act of 2009 Grant for Congregate Nutrition Services.

Contractor's Initials: DKR  
Date: 12-15-09

To Amend Exhibit B as detailed in *italics*:

**EXHIBIT B  
PURCHASE OF SERVICES**

**Contractor Name:** Somersworth Housing Authority

1. 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 rates/amounts:

**STATE FISCAL YEAR 2010**  
**Governor and Council approval through June 30, 2010**

<b>ARRA Service</b>	<b><u>SFY 2010 Rate Per Unit</u></b>	<b><u>SFY 2010 Units</u></b>	<b><u>SFY 2010 Cost</u></b>
Home Delivered Nutrition Services	\$ 5.32 per meal	3,301 meals	\$ 17,561.32
<i>North Strafford County (TBD) Meal Site Manager</i>			\$ 6,981.00
<i>Reinstate hours Rochester Meal Site for Manage &amp; Assistant Manager</i>			\$ 4,601.50
<i>Totals</i>			\$ 29,143.82

2. 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 \$ 29,143.82.
4. The Bureau of Elderly and Adult Services will reimburse from one funding source only, i.e. American Recovery and Reinvestment Act of 2009 Grant for a single unit of service *and job restoration and retention*. Contractors must not submit invoices for a single unit of service to more than one funding source.

2. Effective Date of Amendment:

This Amendment shall be effective retroactive to January 1, 2010, upon approval of Governor and Executive Council.

Contractor's Initials: OXK  
Date: 12-15-09

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  
Somersworth Housing Authority  
Name of Corporation

By David L. Roberge, Chairman  
Name/Title

STATE OF New Hampshire

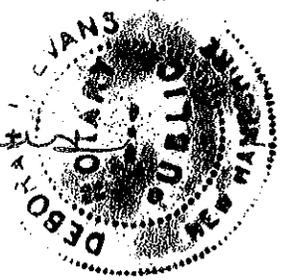
COUNTY OF Strafford

On this the 15th day of Dec., 2009, before me, Deborah I. Evans the undersigned officer, personally appeared David L. Roberge who acknowledged himself/herself to be the Chairman of Somersworth Housing Authority, 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 Chairman.

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

Deborah I. Evans

DEBORAH I. EVANS  
Notary Public - New Hampshire  
My Commission Expires October 8, 2013



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

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

Approved by Governor and Council this 27th day of January, 2010. Item # 55

Contractor's Initials: UxR  
Date: 12-15-09

A Certificate of Good Standing is not enclosed. The Somersworth Housing Authority (SHA) is not required to have a Certificate of Good Standing because SHA is formed under the authority of RSA 203 (Housing Authority Law) which does not require a Certificate of Good Standing.

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting

of Board of Commissioners of Somersworth Housing Authority  
(Name of Governing Board) (Name of Corporation)

on December, 15, 2009 which was duly called at which a quorum was present:

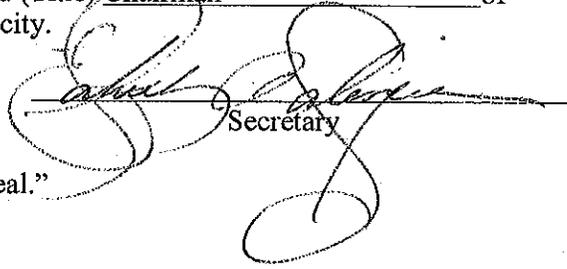
“On motion duly made and seconded, it was voted to authorize

the Chairman/Executive Director, 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) David L. Roberge is the duly elected (Title) Chairman of this corporation and is still qualified and serving in such capacity.

December 15, 2009  
(Date)

  
Secretary

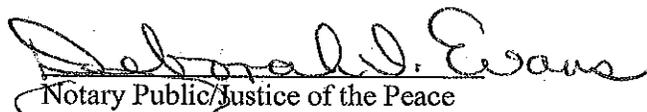
(Imprint seal of corporation. If none, write: “No corporate seal.”)

STATE OF NEW HAMPSHIRE

COUNTY OF Strafford

On December 15, 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 executed the foregoing certificate.

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

  
Notary Public/Justice of the Peace

My commission expires: \_\_\_\_\_

DEBORAH I. EVANS  
Notary Public - New Hampshire  
My Commission Expires October 8, 2013



## CERTIFICATE OF INSURANCE

ID: 773, Endorsement: 01-10A-05-2009-12

Issue Date: 08/19/2009

Insured: Somersworth Housing Authority

Address: 9 Bartlett Avenue  
P.O. Box 31  
Somersworth, NH 03878-3878

### Coverages

Type of Insurance	Policy Number	Limits
Commercial Liability	HARRG-773-86751-2009S	General Aggregate: \$ 2,000,000
<input checked="" type="checkbox"/> CoverageA; Bodily Injury and Property Damage Liability: <u>Occurrence</u>	Effective Date: 11/01/2009 12:01 AM	Per Occurrence: \$ 2,000,000
<input checked="" type="checkbox"/> CoverageB; Personal and Advertising Injury Liability: <u>Occurrence</u>	Expiration Date: 11/01/2010 12:01 AM	Personal and Adv Inj: \$ 2,000,000
<input checked="" type="checkbox"/> CoverageE; Mold, Other Fungi or Bacteria Liability: <u>Claims Made</u> Retro Date: 11/1/03		Fire Damage Sub-Limit: \$ 50,000
		Athletic Sport Sub-Limit Par Occurrence: \$ 250,000
		Aggregate: \$ 250,000
		Mold, Other Fungi or Bacteria: \$ 100,000

Description: State of New Hampshire, DHHS - BEAS as an additional insured per Endorsement No. 01-10A-05-2009-12

Certificate State of New Hampshire, DHHS - BEAS  
129 Pleasant Street  
Holder: Concord, NH 03301

Company: Housing Authority Risk Retention Group, Inc.

THIS IS TO CERTIFY THAT THE POLICIES LISTED ABOVE 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 CLAIMS PAID. 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 ABOVE.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 90 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligations or liability of any kind upon the company, its agents, or representatives.

  
Signature of Authorized Representative

**CERTIFICATE OF COVERAGE**

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

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

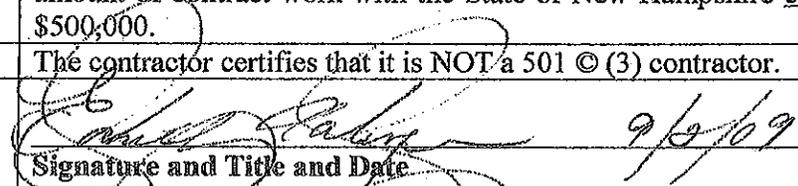
<b>Participating Member:</b> Somersworth Housing Authority PO Box 31 Somersworth, NH 03878		<b>Member Number:</b> 533	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (MM/DD/YY)	Expiration Date (MM/DD/YY)	Limit - NH Statutory Limits May Apply	
<input type="checkbox"/> <b>General Liability (Occurrence Form)</b> <input type="checkbox"/> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	
			General Aggregate	
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$10000
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/>			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	1/1/2010	1/1/2011	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$ 1,000,000
			Disease - Each Employee	\$1,000,000
			Disease - Policy Limit	\$
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible:
<b>Description:</b> Proof of coverage only for Meals on wheels program.				

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			By: <i>Monica Pannait</i>
State of NH, DHHS-BEAS 129 Pleasant Street Concord, NH 03301			Date: 1/13/2010 mpanait@nhprimex.org Please direct inquires to: <b>Primex<sup>3</sup> Risk Management Services</b> 603-225-2841 phone 603-228-0650 fax

**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.	
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.	
3	The contractor certifies that it is NOT a 501 © (3) contractor.	X
 Signature and Title and Date		Quasi- Commercial

**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.

## SOMERSWORTH HOUSING AUTHORITY

### MISSION STATEMENT

The mission of the Somersworth Housing Authority, as adopted by the board on June 15, 1999, is as follows:

To provide persons of very low, low and moderate income with decent, safe, sanitary and affordable housing both in project-based and tenant-based programs without discrimination; also to provide programs targeted at ending dependency through education and employment to those individuals who are in need and/or want of new skills to improve their standard of living; and for those persons who are disabled and/or elderly to provide a living environment capable of dealing with their needs within their homes and community and not having to prematurely institutionalize individuals who can remain in their homes with assistance; and to the children of very low, low, and moderate income families to provide services aimed at early education and literacy that will enable them to have an even start with their peers in order to compete on a level that will insure the breaking of the cycle of dependency.

In adopting this mission statement, the board envisioned that there were many means by which the authority could provide housing assistance, from development and ownership of housing to the provider of housing subsidies. Further, it is understood that these mechanisms would change over time. It should be noted that this mission is consistent with the QHWRA, which also envisions a broad and changing landscape for public housing.

This mission also makes clear that the SHA has a role that extends beyond simply housing assistance. The housing provided/offered must support families, neighborhoods, and economic self-sufficiency. Among other matters, this means that the SHA should not provide housing that concentrates poverty or fosters dependence. At the same time, however, the SHA must make prudent use of its public dollars and every unit of housing provided must be at a cost that is reasonable, balancing the SHA's monetary goals with its non-monetary goals.

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Somersworth Housing Authority  
Somersworth, New Hampshire

I have audited the accompanying financial statements of Somersworth Housing Authority as of and for the year ended December 31, 2008, as listed in the table of contents. These financial statements are the responsibility of Somersworth Housing Authority's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Somersworth Housing Authority as of December 31, 2008, and the changes in financial position, and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated July 27, 2009 on my consideration of Somersworth Housing Authority's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

The management's discussion and analysis and budgetary comparison information on pages i-x are not a required part of the basic financial statements but are supplementary information required by accounting principals generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

My audit was conducted for the purpose of forming opinions on the basic financial statements of Somersworth Housing Authority, taken as a whole. The information on pages 9 - 15 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of Somersworth Housing Authority. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

  
Certified Public Accountant

Merrimack, NH  
July 27, 2009

SOMERSWORTH HOUSING AUTHORITY  
Somersworth, New Hampshire  
Combined Statement of Revenues, Expenses and Changes in Net Assets  
For the Year Ended December 31, 2008

Revenues:		\$ 617,704
Rental revenue		21,108
Tenant revenue, other		2,255,458
HUD grants		82,713
Capital grants		1,615,805
Other government grants		55,607
Investment income		1,023,226
Other revenue		197
Fraud recovery		
Gain\Loss on Sale of Fixed Assets		-----
		5,671,818
 Total operating revenue		 -----
 Expenses		 757,133
Administration		1,754,129
Tenant services		407,605
Utilities		500,954
Ordinary maintenance and operation		14,507
Protective services		174,240
General expense		-----
		3,608,568
 Total Operating Expenses		 -----
		2,063,250
 Operating Revenue Over Operating Expenses		 
Other Expenses:		1,498,864
Housing assistance payments		360,628
Depreciation		61,714
Extraordinary maintenance		
Fraud losses		-----
		1,921,206
 Total Other Expenses		 
 Revenue Over (Under) Expenses		 142,044
Equity, beginning of year		4,980,131
Equity, end of year		\$ 5,122,175
		=====

*The notes to the financial statements are an integral part of this statement.*

SOMERSWORTH HOUSING AUTHORITY  
Somersworth, New Hampshire  
Combined Statement of Net Assets  
December 31, 2008

ASSETS	
Current Assets:	
Cash:	\$ 1,543,353
Cash - Unrestricted	72,627
Cash - Tenant security deposits	90,574
Cash - restricted	
Receivables:	10,108
Tenants, net	28,166
HUD	285,027
Other government	35,330
Miscellaneous	1,616
Current portion of note receivable	21,810
Accrued interest receivable	47,986
Prepaid expenses and other assets	
	2,136,597
Fixed Assets:	
Land, structures and equipment	14,369,649
Accumulated depreciation	(11,154,927)
Construction in progress	379,627
	3,594,349
Net fixed assets	
	171,926
Note receivable, net of current portion	11,538
Other assets	358,452
Interprogram Due From	
	\$ 6,272,862
TOTAL ASSETS	
LIABILITIES AND SURPLUS	
Current liabilities:	
Accounts payable	\$ 323,856
Accrued expenses	63,984
Accrued compensated absences, current	22,375
Intergovernmental payables	65,034
Tenant security deposits	17,172
Deferred revenue	34,242
Current portion of long-term debt	358,452
Inter program Due To	
	885,095
Total current liabilities	
Noncurrent liabilities:	
Long-term debt, net of current portion	247,811
Accrued compensated absences, non current	17,781
	265,592
Total noncurrent liabilities	
	1,150,687
TOTAL LIABILITIES	
EQUITY:	
Invested in Capital Assets, net of related debt	3,312,296
Unrestricted Net Assets	1,719,314
Restricted Net Assets	90,565
	5,122,175
TOTAL EQUITY	
	\$ 6,272,862
Total Liabilities and Equity	
	\$ 6,272,862

*The notes to the financial statements are an integral part of this statement.*

**SOMERSWORTH HOUSING AUTHORITY  
COMMISSIONERS  
APPOINTMENTS AND TERMS**

<u>NAME</u>	<u>INITIAL APPT.</u>	<u>CURRENT TERM</u>	<u>CURRENT POSITION</u>	<u>TERM EXP.</u>
David L. Roberge 10 Pleasant St. Somersworth, NH	03/01/1972	03/01/2005	Chairman	02/28/2010
Joan A. Lynch 3 Greenfield Drive Somersworth, NH	03/01/1984	02/07/2004	Vice-Chairman	02/28/2014
vacant	01/01/2004	03/01/2003	Commissioner	02/28/2008
Richard Whitten 83 Route 16B Somersworth, NH	03/01/07	03/01/2007	Commissioner	02/28/2012
Martin Dumont 6 Pinecrest Drive Somersworth, NH (completion of Paul Robidas term)	10/09/2007	03/01/2006	Commissioner	02/28/2011



**AMERICAN  
RECOVERY AND  
REINVESTMENT ACT  
OF 2009**

**Personnel Form - Program Personnel Costs Budget By Service**

**Agency Name** Somersworth Housing Authority  
**Program Service Name** Strafford Nutrition & Meals on Wheels

**SFY 2010  
7/1/09 - 6/30/10**

Position Title	Total Annual Salary	Percentage Budgeted to BEAS ARRA Nutrition Program	Dollars Budgeted to BEAS ARRA Nutrition Program
<b>Key Administrative Staff</b>			
Director	\$ 49,011	2%	\$ 980
Coordinator	\$ 26,577	2%	\$ 532
Financial	\$ 26,110	2%	\$ 522
Executive Director	\$ 77,721	0%	\$ -
<b>Key Program Staff</b>			
Site Manager	\$ 54,828	2%	\$ 1,097
Site Assistant	\$ 26,771	17%	\$ 4,602
Drivers	\$ 98,159	2%	\$ 1,963
Congregate Site Manager	\$ 13,962	50%	\$ 6,981
<b>Total Personnel Costs</b>			\$ 16,676.20

*NTR*  
12-15-09



# AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

## Program Budget Form - Program Costs & Revenues Budget By Service

<b>Agency Name</b>	
<b>Program Service Name</b>	

<b>Program Component</b>	<b>SFY 2010</b> <b>10/7/09 - 6/30/10</b>	
	<b>FTE</b>	<b>Amount</b>

<b>COSTS</b>		
<b>Salaries &amp; Benefits</b>		
Personnel Salaries	\$	16,676
Fringe Benefits & Payroll Taxes	\$	9,672
<b>Subtotal Salaries &amp; Benefits</b>	<b>\$</b>	<b>26,348</b>

<b>Other Direct Costs</b>		
Food and Paper Goods	\$	8,600
Subcontracts	\$	-
Other	\$	8,382
<b>Subtotal Other Direct Costs</b>	<b>\$</b>	<b>16,982</b>

<b>Occupancy</b>		
<b>Subtotal Program Costs</b>	<b>\$</b>	<b>43,330</b>

<b>Agency Admin. Support</b>		
<b>TOTAL PROGRAM COSTS</b>	<b>\$</b>	<b>43,330</b>

<b>REVENUES</b>		
<b>Federal ARRA Revenues</b>		
American Recovery and Reinvestment Act of 2009 (ARRA)	\$	29,144
<b>Total ARRA Revenues</b>	<b>\$</b>	<b>29,144</b>

<b>Inkind Revenue</b>		
<b>TOTAL PROGRAM REVENUES</b>	<b>\$</b>	<b>29,144</b>

<b>15% ARRA MATCHING REQUIREMENT</b>		Sources and amounts of the non-federal 15% match requirement.
Client Donations	\$	4,372

<b>TOTAL # ARRA FUNDED MEALS</b>	<b>3,302</b>
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*NHR*  
*12-15-09*

# Elizabeth A. Salinger

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## Summary of Qualifications

Twenty five years in the related fields of:

Public Housing  
Community Development  
Capital Funds  
State & Local Government  
Social Service Programs  
Private Management

## Education

Graduate of Somersworth High School, Course of study -- Accounting  
NH Vocation Technical College --Travel & Tourism  
Accounting.

## Professional Experience

SOMERSWORTH HOUSING AUTHORITY, Somersworth, NH 03878

1979 - 1981

**Bookkeeper - Strafford Nutrition/Community Development**

• Strafford County Nutrition Program - State and County billing, AP/AR, meal counts, general accounting.

• Community Development Block Grant Program - Government requisitioning, cash receipts/disbursements, general accounting. Maintain client folders, preparation and participation in audits.

1981 -- 1993

**Fiscal Coordinator - Somersworth Housing Authority**

• Main person responsible for the fiscal operations of the Housing Authority. Duties to include, but not limited to, A/P/A/R, payroll, tax reporting, submission of Federal and State reports. Assist in the preparation of budgets and budget compliance.

**Fiscal Director – Somersworth Housing Authority**

- Oversee the entire fiscal operations of the SHA. Budget preparations for the Public Housing, Nutrition, Child Care, Managed, Grant Based, and Tax Credit Programs. Preparation and submission of State and Federal reports. Supervise the Somersworth Housing Authority Bookkeepers; coordinate with other departments and department heads where there is a common function. Insurance bidding, compliance and reporting. Human Resources with respect to ADA, FMLA, WC, Unemployment Compensation, Personnel and other benefits coordination. Year-end and Audit preparation for Fee Accountants and Auditors.

2004 – Present

**Executive Director – Somersworth Housing Authority**

- Executive Director of the entire operations of the Somersworth Housing Authority Programs, but not limited to: Public Housing, Nutrition, Child Care, Safehaven, Fiscal Department, Community Development and Grant-Based Programs. Responsible for personnel and reporting to the Housing Authority Executive Board.

**Certificates  
Received**

American Institute of Professional Bookkeepers 1989 – 1993

Received commendation from SHA Board of Directors – 15 year service  
1996

Certificate of Completion for Advance PHA Accounting, Budget and  
Finance 1998

Compensation Funds of NH – Certificate for Management of ADA, FMLA  
and WC Law 1998

Part II of Advanced PHA Accounting, Budget and Finance 1999

Continuing Education of FMLA and ADA Reporting Requirements 2002

Workplan Development Workshop 2003

**Professional  
Affiliations**

US Department of HUD  
Office of State Planning  
NH Department of Labor  
Department of Elderly and Adult Services  
Otis, Atwell & Timberlake, PA  
Healthtrust, Inc.  
PRIMEX

# Emily Sylvain

## Experience

2005 To Present                      Somersworth Housing                      Somersworth, N.H.  
**Assistant Executive Director**

- Supervise staff in the social service programs.
- Write proposals and grants.
- Prepare reports for internal and external use.
- Operate successful programs within budget restraints.
- Assist the Executive Director in implementing policies.

2000 To Present                      Somersworth Housing                      Somersworth, N.H.  
**Nutrition Director**

- Increased program budget from \$387,000 to \$827,000.
- Increased number of clients served by 400%.
- Involved in presenting testimony at State hearings.
- Manage 25 employees at satellite locations.
- Developed active communication and partnering strategies with local communities and State agencies.
- Successful grant writing which has generated additional funding.
- Negotiated contracts that have reduced program operation costs.
- Planned and implemented policies and procedures which have increased efficiency.
- Proficient in basic accounting skills.

1985-2000                              Rochester Manor                              Rochester, NH  
**Dietary Manager**

- Effectively managed a \$750,000 operating budget.
- Responsible for all purchasing decisions.
- Patient charting and collaboration with physicians to create a quality care plan.
- Organized, planned and implemented academic enrichment programs and training courses for staff and patients.
- Maintained a deficiency free survey record for fifteen years
- Responsible for thirty employees, to ensure coverage for two shifts, seven days a week.
- Involved in hiring and firing of employees, worker compensation claims and labor board disputes.

1972-1985                              Rochester Manor                              Rochester, N..H.  
**Dietary Aide/Assistant Manager**

- Extensive knowledge of therapeutic diets.
- Designed menus to meet patient needs.
- Responsible for overseeing daily production and staffing.

**Education**

1982-1987

University of N.H.

Durham, N.H.

- Food Service Degree.
- Management Degree
- Liberal Arts and Business courses.
- 

2003-2006

Granite State College

Rochester, N.H.

- Associate Degree in Liberal Arts.
- Seminars and workshops covering work related issues.
- Working towards BA in Business.

**Interests**

Treasurer for N.H. Coalition of Aging Services.  
Strafford Area Advisory Committee On Aging.  
The Government and Economic Affairs Committee.  
Somersworth Chamber Board of Directors.  
Somersworth Chamber Secretary.  
Northern Strafford County Health & Safety Council.  
Senior Center Association of NH.

26 Francesca Way  
Nottingham, NH 03290  
Phone: (603) 988-3097  
Email: bridgetkrueger@hotmail.com

## PROFESSIONAL HISTORY

07/04-present Strafford Nutrition/Meals on Wheels

Nutrition Program Coordinator

Providing leadership and direction in all aspects of the Program. Interpret and implement all Board policies. Heavy concentration on financial viability of the Program. Supervision of four satellite meal site locations and twenty part time employees. Responsible for recruitment of volunteers and back-up staffing. Conducting client home visits to determine initial eligibility as well as redetermination for home delivered meals. Responsible for continuing review of client applications. Maintaining program records and reports. Coordination of Program fund raisers. Promote growth of program through community and agency contacts. Involvement with the Somersworth Senior Center including publishing the monthly senior activities calendar, implementing new senior programs and activities and assisting in fundraising.

08/03-01/04 Service Credit Union

Member Service Representative

Fielding member service telephone calls to perform all banking transactions including wire transfers and Western Unions. Also researching to resolve member issues and disputes.

Loan Administrative Representative

Reviewing and inputting all Internet loan applications. Maintaining logs of all inbound Internet loans and loan denials. Handling all loan mail and email correspondence with members.

07/97-06/03 Wal-Mart Distribution Center

Quality Assurance Generalist, Inventory Control (2002-2003)

Excessive data entry of inventory. Cycling inventory and adjusting quantities. Providing support to the receiving docks and associates. Answering customer service calls from receiving, solving problems on the phone for them.

Maintaining control over where certain types of freight are kept in the building. Moving out freight that is too old. Keeping food and ingestible materials separate according to FDA regulations.

Receiving Slotter (1997-2002)

Receiving freight on the docks. Entering data from purchase orders into a computer extremely quickly and accurately. Verifying all pertinent information against purchase orders while maintaining dock flow for the unloaders. Researching problem freight. Working with the quality as the top priority.

Cross-trained in many other areas such as slot control and traffic clerk.

## EDUCATION

1996-1997 Communications studies, University of New Hampshire  
1992-1996 Diploma, Epping High School

**Lisa Reid  
9 Lawn Avenue  
Rochester, NH 03867  
reid4@metrocast.net  
332-3052**

### **EDUCATION**

**Graduated Spaulding High School 1988  
Accounting I and II - Hesser College  
Lotus123 Training  
Facilitator Training  
ISO 9000 Training  
APICS - Basics of Supply Chain Management  
APICS - Inventory Management  
Demand Flow Technology Training  
E-Commerce Seminar  
Negotiation In The Workplace Seminar  
Project Based Accounting Seminar**

### **EXPERIENCE**

**Accounts Payable, Accounts Receivable, General Ledger Reconciliations, Calculating Employee Time Cards, Month End Processing/Accounting Close, Processing Payroll, Payroll Taxes and Benefits Reconciliation, Bank Statement Reconciliations, Managing Employee Benefits, Calculating Commissions, Calculating Labor Standards, Recording Production, Setting up Bill of Materials and Costing Products, Setting up Charts and Graphs, Managing Petty Cash, Inventory Reconciliation, Cycle Count Processing, Purchasing, Planning, MRP, Switch Board coverage, Teller and Customer Service Rep for Credit Union**

### **COMPUTER SKILLS**

**Lotus 123, Excel, WordPerfect, Word for Windows, Harvard Graphics, On-line Query/Report-writer, ROI MRP software, ProCare/Crystal Reports, Tenmast Software**

### **WORK EXPERIENCE**

**Fiscal Coordinator, Somersworth Housing Authority Jan 2005  
Bookkeeper, Somersworth Early Learning Center (Somersworth Housing Authority) Jan 2002 – Dec 2004  
NPD Buyer and Cost Analysis, Waterpik Technologies (Formerly Teledyne Laars), May 21, 2001 – Dec 2001 (reorganization, position terminated)  
Buyer/Planner, Teledyne Laars, Oct 1998 – May 18, 2001  
Inventory Analyst, Teledyne Laars, June 1996 - Oct 1998  
Manufacturing Support, Teledyne Laars, Oct 1993 - June 1996  
Jr. Accountant, Teledyne Laars, Mar 1991 - Oct 1993  
Accounts Payable, Teledyne Laars, Mar 1990 - Mar 1991  
Accts Pay / Accts Rec, Teledyne Laars, Oct 1989 - Mar 1990  
Teller / Customer Service, Holy Rosary Credit Union, June 1986 - Oct 1989**



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

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



Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate  
Commissioner

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 Somersworth Housing Authority, 9 Bartlett Avenue, Somersworth, New Hampshire 03878 (Vendor Code # 154340), to provide Nutrition Services/Home Delivered meals to elderly individuals effective date of Governor and Council approval through June 30, 2010 in an amount not to exceed \$17,561.32. This contract is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered meals. Funds are available in the following account(s):

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	\$ 17,561.32

Source of Funds: One hundred percent Federal ARRA funds.

EXPLANATION

Funding for this contract with Somersworth Housing Authority 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. Upon approval of Governor and Executive Council, this contract provides 3,301 Home Delivered Meals, at a rate of \$5.32 per meal, for a total of \$17,561.32, through June 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.

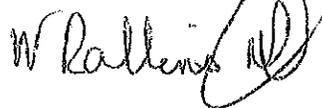
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance 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.

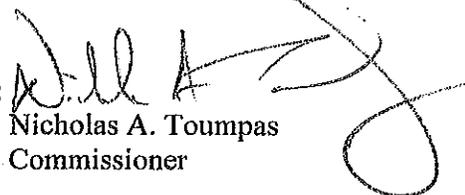
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner