

José Thier Montero
Director

#### STATE OF NEW HAMPSHIRE

#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527 603-271-4546 1-800-852-3345 Ext. 4546 Fax: 603-271-4779 TDD Access: 1-800-735-2964



June 3, 2013

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council State House Concord, New Hampshire 03301



#### **REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Healthy Eating and Physical Activity Section, Senior Farmers' Market Nutrition Program to amend an agreement with Community Action Program of Belknap and Merrimack Counties, Inc., Purchase Order # 1015423, (Vendor #177203 B003), 2 Industrial Park Drive, PO Box 1016, Concord, New Hampshire 03302-1016, by increasing the Price Limitation by \$2,238 from \$290,372 to \$292,610 to provide administrative oversight for the implementation of the Senior Farmers' Market Nutrition Program in New Hampshire, effective July 10, 2013 or the date of Governor and Council approval, whichever is later. This agreement was originally approved by Governor and Council on April 27, 2011, (Item #61) and amended on January 25, 2012, (Item #28).

Funds to support this request are available in the following account(s) for SFY 2014, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-90-902010-5260 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WOMEN, INFANTS, AND CHILDREN SUPPLEMENTAL NUTRITION PROGRAM.

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2011	102-500734	Contracts for Prog Svc	90006024	\$4,923.00	\$0.00	\$4,923.00
		·	Sub-Total	\$4,923.00	\$0.00	\$4,923.00
SFY 2012	102-500734	Contracts for Prog Svc	90006024	\$11,414.00	\$0.00	\$11,414.00
SFY 2012	520-500361	FMNP Food Cost	90006025	\$82,904.00	\$0.00	\$82,904.00
			Sub-Total	\$94,318.00	\$0.00	\$94,318.00
SFY 2013	102-500734	Contracts for Prog Svc	90006024	\$9,500.00	\$0.00	\$9,500.00
SFY 2013	520-500361	FMNP Food Cost	90006025	\$89,628.00	\$0.00	\$89,628.00
			Sub-Total	\$99,128.00	\$0.00	\$99,128.00

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council June 3, 2013 Page 2

SFY 2014	102-500734	Contracts for Prog Svc	90006024	\$2,375.00	\$2,238.00	\$4,613.00
SFY 2014	520-500361	FMNP Food Cost	90006025	\$89,628.00		89,628.00
			Sub-Total	\$92,003.00	\$2,238.00	\$94,241.00
			Total	\$290,372.00	\$2,238.00	\$292,610.00

#### **EXPLANATION**

This request will provide additional funds for the provision of administrative services for the Senior Farmers' Market Nutrition Program in New Hampshire. These funds will provide for coordination and distribution of pre-packaged bundles of locally grown fruits and vegetables to senior participants via the Commodity Supplemental Food Program, coordinating with the Department of Agriculture on the recruitment and training of local farmers to participate in the program, conducting participant nutrition education, and ensuring timely payments to local farmers for their produce. The US Department of Agriculture is specifically releasing this money in order to offset the costs associated for the administration of the Senior Farmers' Market Nutrition Program.

This increase in funds will help provide healthy fruits and vegetables to improve the diets of approximately 4,600 low-income seniors residing in New Hampshire. Low-income seniors are at increased risk of certain cancers and type 2 diabetes due to poor dietary intake. Increased consumption of fruits and vegetables has been shown to decrease the risks of these chronic diseases. The Senior Farmers' Market Nutrition Program, in addition to improving the health of seniors, provides \$267,160.00 in direct income to New Hampshire farmers, who will select which Commodity Supplemental Food Program clinic sites to deliver their fresh fruits and vegetables to during July and August.

Should Governor and Council determine to not authorize this request for the Senior Farmers' Market Nutrition Program, the Program would not be able to provide the nutrition benefits to seniors or the financial benefit to local farmers and the funding would be returned to the United States Department of Agriculture.

Community Action Program of Belknap and Merrimack Counties, Inc. was selected for this project through a competitive bid process. A Request for Proposals was posted on the Department of Health and Human Services website on January 18, 2011.

In response to the request for Proposal to provide Administration of Senior Farmers' Market Nutrition Program Statewide, one proposal was submitted.

The following performance measures will be used to measure the effectiveness of the agreement.

- Maintain the percent of low-income seniors enrolled in the Commodity Supplemental Food Program receiving the Senior Farmers' Market Nutrition Program benefits during the summer months.
- Increase by 25% the number of New Hampshire farmers who participate in the Senior Farmers' Market Nutrition Program bulk purchase program.

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council June 3, 2013 Page 3

- Increase by 25% the number of New Hampshire farmers who participate in the Senior Farmers' Market Nutrition Program bulk purchase program.
- Maintain the percent of seniors receiving nutrition education materials highlighting the health benefits of locally grown fresh fruits and vegetables.

Area served: Statewide.

Source of Funds: Source of Funds is 100% Federal Funds from the United States Department of Agriculture.

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

Respectfully submitted,

José Thier Montero, MD

Director

Approved by:

Nicholas A. Toumpas

Commissioner

JTM/mm

#### AMENDMENT Two

This Agreement (hereinafter called the "Amendment Two") dated this 1st day of May, 2013by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the Community Action Program of Belknap and Merrimack Counties, Inc., Purchase Order 1015423, a corporation organized under the laws of the State of New Hampshire, with a place of business at 2 Industrial Park Drive, PO Box 1016, Concord, New Hampshire 03302-1016, (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated April 27, 2011, Item #61, and amended on January 25, 2012, Item #28 the Contractor 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;

WHEREAS, pursuant to the provision of Section 17 of Exhibit C of the Agreement, the Agreement may be renewed for a period of two additional years, pending availability of funding, the agreement of the parties, and approval by Governor and Council;

WHEREAS, pursuant to the provision of Section 18 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Council;

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 hereto do hereby agree as follows:

#### 1. Amendment and Modification of Agreement:

The Agreement is hereby amended as follows:

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$2,238 from \$290,372 to \$292,610.

Exhibit A – Scope of Services

The prior Scope of Services identified in Exhibit A and any subsequent amendments remain(s) in effect unless expressly revoked by this agreement.

Exhibit B - Contract Price

Exhibit B of the Agreement, including any amendments thereto, is hereby amended as follows:

The contract price shall increase by \$2,238 for SFY 2014. The contract shall total \$292,610 for the contract term.

Funding in the amount of \$2,238 is available from 102-500734, 100% Federal Funds, from the United States Department of Agriculture, CFDA #10.576.

#### 2. Effective Date of Amendment:

This Amendment shall take effect on July 1, 2013 or the date of Governor and Council approval, whichever is later.

#### 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 hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

The remainder of this page is intentionally left blank.

Contractor Initials:
Date:

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

### STATE OF NEW HAMPSHIRE Division of Public Health Services

y: Jook Horse (/1/1/3 Lisa L. Bujno, APRI) Date

Bureau Chief

By: 5/1/13

Name and Title of Contractor Signator Date Ralph Littlefield, Executive Director Community Action Program Belknap-Merrimack

Legal Name of Agency Counties, Inc.

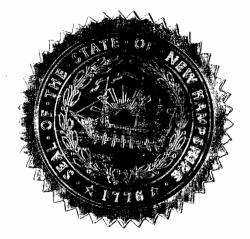
## STATE OF <u>NEW HAMPSHIRE</u> COUNTY OF <u>MERRIMACK</u>

On this the <u>ls</u>	t_day of_	May	20 <u>13</u> , before me	, Elaine N. Round	ly ,
the undersigned officer,	Ralph Li	ttlefiel	d personally appe	(name of notary)	him Marroalf
	(contrac	t signatory)	Community	ared who acknowledged Action Program	
to be the Executive D	irector tory's title)		_ofthe_Belknap-Me	errimack Counties,	<u>Inc.</u> ,
a corporation, and that h	e/skoz, as suc	h Execut	cive Director (signatory's title)	(legal name of agency), being authoriz	ed so to do,
executed the foregoing i	nstrument fo	or the purp		by signing the name of t	he
		Line Die	<b>-</b>	Community Action F	
corporation by him/hors	elf as Execu	(signatory's		Belknap-Merrimack (legal name of agency)	
In witness where	eof I hereun		and and official seal.	(legal name of agency)	,
My Commission expires		LAINE N. RO	Notary Public/Justic DUNDY, Notary Public Expires August 24, 2016	1. Rower Ay	
	IVI V	COMMISSION	Expires August 24, 2010		
Approve	ed as to form	n, executio	n and substance:		
			OFFICE OF THE A	TTORNEY GENERAL	
			Restrict	Herri	
			By: Kanne +	. Henrick	
			Assistant	Attorney General	
			Date: 25 Jun	2013	
I hereby certify	that the for	egoing co	ntract was approved b	y the Governor and Cou	ncil of the State of
New Hampshire at the M	feeting on: _				
		OFFIC	CE OF THE SECRETA	ARY OF STATE	
		Ву:			
		Title:_			

## State of New Hampshire Bepartment of State

#### **CERTIFICATE**

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC. is a New Hampshire nonprofit corporation formed May 28, 1965. 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 1<sup>st</sup> day of April A.D. 2013

William M. Gardner Secretary of State

#### **CERTIFICATE OF VOTE/AUTHORITY**

I, Dennis T. Martino, of the Community Action Program Belknap-Merrimack Counties, Inc., do hereby certification of the Community Action Program Belknap-Merrimack Counties, Inc., do hereby certification of the Community Action Program Belknap-Merrimack Counties, Inc., do hereby certification of the Community Action Program Belknap-Merrimack Counties, Inc., do hereby certification of the Community Action Program Belknap-Merrimack Counties, Inc., do hereby certification of the Community Action Program Belknap-Merrimack Counties, Inc., do hereby certification of the Community Action Program Belknap-Merrimack Counties, Inc., do hereby certification of the Counties of
that:
1. I am the duly elected Secretary-Clerk of the Community Action Program Belknap-Merrimack
Counties, Inc.;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Director
of the Community Action Program Belknap-Merrimack Counties, Inc., duly held
September 20 , 2012; (see attached)
<u> </u>
RESOLVED: That this corporation may enter into any and all contracts, amendments, renewa
revisions or modifications thereto, with the State of New Hampshire, acting through
Department of Health and Human Services, Division of Public Health Services.
Department of Fleatur and Flaman Services, Division of Facility Services.
RESOLVED: That the Executive Director is hereby authorized on behalf of this corporation
enter into said contracts with the State, and to execute any and all documents, agreements, a
other instruments; and any amendments, revisions, or modifications thereto, as he may dee
necessary, desirable, or appropriate. Ralph Littlefield is the duly elected Executive Director
the corporation.
the corporation.
3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as
IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary-Clerk of the corporation the
1st day of May , 20 13 .
Dennis T. Martino Secretary Clerk
Dennis V. Marlino
Dennis T. Martino, Secretary-Clerk
STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK
COUNT OF MERCHANICK
The foregoing instrument was acknowledged before me this <u>lst</u> day
May , 2013 by Dennis T. Martino.
Esaine M. Rosender
Notary Public/Justice of the Peace
My Commission Expires:

ELAINE N. ROUNDY, Notary Public My Commission Expires August 24, 2016

#### CORPORATE RESOLUTION

The Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. authorizes the Executive Director, Deputy Director, Chief Accountant, President, Vice-President(s) or Treasurer of the Agency to sign contracts and reports with the State of New Hampshire, Departments of the Federal Government, which include all federal #269 and #272 Forms, and public or private nonprofit agencies *including*, but not limited to, the following:

- Department of Administrative Services for food distribution programs
- Department of Education for nutrition programs
- Department of Health and Human Services
  - Bureau of Elderly and Adult Services for elderly programs
  - Bureau of Homeless and Housing Services for homeless/housing programs
  - Division of Children, Youth, and Families for child care programs
  - Division of Family Assistance for Community Services Block Grant
  - Division of Public Health Services for public health programs
- Department of Justice for child advocacy/therapy programs
- Department of Transportation-Public Transportation Bureau for transportation programs
- Public Utilities Commission for utility assistance programs
- Workforce Opportunity Council for employment and job training programs
- Department of Resources and Economic Development
- Governor's Office of Energy and Planning for Head Start, Low Income Energy Assistance, Weatherization and Block Grant programs
- New Hampshire Community Development Finance Authority
- New Hampshire Housing Finance Authority
- New Hampshire Secretary of State
- U. S. Department of Housing and Urban Development
- U. S. Department of the Treasury Internal Revenue Service
- and other departments and divisions as required

This Resolution authorizes the signing of all supplementary and subsidiary documents necessary to executing the authorized contracts as well as any modifications or amendments relative to said contracts or agreements.

This Resolution was approved by the Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. on September 20, 2012, and has not been amended or revoked and remains in effect as of the date listed below.

May 1, 2013

Date

Dennis T. Martino Secretary/Clerk

**SEAL** 



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/28/2013

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

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

continuate ficial in fied of sacif endorsement(s).		
PRODUCER	CONTACT Karen Shaughnessy	_
FIAI/Cross Ins-Manchester	PHONE (A/C. No. Ext): (603) 669-3218 FAX (A/C. No); (603) 6	45-4331
1100 Elm Street	E-MAIL ADDRESS: kshaughnessy@crossagency.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
Manchester NH 03101	INSURER A Arch Ins Co	11150
INSURED	INSURER B:Liberty Mutual Insurance Co	23043
Community Action Programs	INSURERC: Philadelphia Indemnity Ins Co	18058
Belknap-Merrimack Counties Inc.	INSURER D.N.H.M.M. JUA	
P. O. Box 1016	INSURER E :	
Concord NH 03302	INSURER F:	

COVERAGES CERTIFICATE NUMBER:12-13 All lines REVISION NUMBER:

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

	XCLUSIONS AND CONDITIONS OF SUCH								
INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
	GENERAL LIABILITY						EACH OCCURRENCE	\$	1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	100,000
A	CLAIMS-MADE X OCCUR			NCPKG0226600	6/17/2012	6/17/2013	MED EXP (Any one person)	\$	5,000
							PERSONAL & ADV INJURY	\$	1,000,000
							GENERAL AGGREGATE	\$	2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$	2,000,000
	POLICY PRO- JECT X LOC							\$	
Г	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
l <sub>A</sub>	X ANY AUTO						BODILY INJURY (Per person)	\$	
^	ALL OWNED SCHEDULED AUTOS			NCAUT0226600	6/17/2012	6/17/2013	BODILY INJURY (Per accident)	\$	
	HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$	
							Uninsured motorist combined	\$	1,000,000
	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$	5,000,000
A	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	5,000,000
	DED X RETENTION\$ 10,000			NCUMB0226600	6/17/2012	6/17/2013		\$	
В	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC1Z91446010012			X WC STATU- TORY LIMITS ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A		(3a.) NH			E.L. EACH ACCIDENT	\$	500,000
	(Mandatory in NH)	17/2		All officers included	6/17/2012	6/17/2013	E.L. DISEASE - EA EMPLOYEE	\$	500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	500,000
С	Blanket Crime			BDV1649128	3/27/2013	3/27/2014	\$400,000		
ם	Professional			NHJUA11882	12/30/2012	12/30/2013	\$1,000,000		
	CRIPTION OF OPERATIONS (1.00ATIONS (VEHIC								

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Directors & Officers coverage afforded by policy PHSD727025 & has a limit of \$1,000,000. Refer to policy
for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER	CANCELLATION
Director Div of Public Health SVCS	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
NH DHHS	AUTHORIZED REPRESENTATIVE
29 Hazen Drive Concord, NH 03301-6504	Laura Perrin/JSC Laur Penin

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#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/28/2013

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

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

PRODUCER	CONTACT Karen Shaughnessy	CONTACT Karen Shaughnessy					
FIAI/Cross Ins-Manchester	PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603)	645-4331					
1100 Elm Street	E-MAIL ADDRESS: kshaughnessy@crossagency.com						
	INSURER(S) AFFORDING COVERAGE	NAIC #					
Manchester NH 03101	INSURER A :Arch Ins Co	11150					
INSURED	INSURER B: Liberty Mutual Insurance Co	23043					
Community Action Programs	INSURER C: Philadelphia Indemnity Ins Co	18058					
Belknap-Merrimack Counties Inc.	INSURER D.N.H.M.M. JUA						
P. O. Box 1016	INSURER E:						
Concord NH 03302	INSURER F:						

COVERAGES CERTIFICATE NUMBER:12-13 All lines REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL	SUBR		POLICY EFF	POLICY EXP	
LTR		INSR	WVD	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)	
	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED S 100,000
A	CLAIMS-MADE X OCCUR			NCPKG0226600	6/17/2013	6/17/2014	MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
ı	POLICY PRO- JECT X LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	X ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED SCHEDULED AUTOS			NCAUT0226600	6/17/2013	6/17/2014	BODILY INJURY (Per accident) \$
	HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)
							Uninsured motorist combined \$ 1,000,000
	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE \$ 5,000,000
A	EXCESS LIAB CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED X RETENTION\$ 10,000			NCUMB0226600	6/17/2013	6/17/2014	
В	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC1Z91446010012			X WC STATU- OTH- TORY LIMITS ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE N OFFICER/MEMBER EXCLUDED?	N/A		(3a.) NH			E.L. EACH ACCIDENT \$ 500,000
	(Mandatory In NH)	^		All officers included	6/17/2013	6/17/2014	E.L. DISEASE - EA EMPLOYEE \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$ 500,000
С	Blanket Crime			BDV1649128	3/27/2013	3/27/2014	\$400,000
D	Professional			NHJUA11882	12/30/2012	12/30/2013	\$1,000,000
DECC	CRIDTION OF ODERATIONS / LOCATIONS / VEHIC	1.50 (					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Directors & Officers coverage afforded by policy PHSD727025 & has a limit of \$1,000,000. Refer to policy
for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER	CANCELLATION
Director Div of Public Health SVCS	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
NH DHHS	AUTHORIZED REPRESENTATIVE
29 Hazen Drive	
Concord, NH 03301-6504	Laura Perrin/JSC Laur Penin

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
FEBRUARY 29, 2012
AND
INDEPENDENT AUDITORS' REPORT



# Community Action Program Belknap—Merrimack Counties, Inc.



P.O. Box 1016 ◆ 2 Industrial Park Drive ◆ Concord, NH 03302-1016 Phone (603) 225-3295 ◆ Toll Free (800) 856-5525 ◆ Fax (603) 228-1898 ◆ Web www.bm-cap.org

May 17, 2013

Subject: Agency Audit Ending February 28, 2013

To Whom It May Concern:

Community Action Program Belknap-Merrimack Counties, Inc. has contracted with Leone, McDonnell and Roberts (LMR), Certified Public Accountants to conduct the agency audit for the period ending February 28, 2013.

The audit firm will be conducting their review, testing and evaluation of the financial statements of the agency beginning June 2013.

The Board of Directors has scheduled LMR to present the financial statements at the regularly scheduled Board Meeting on September 12, 2013.

A copy of the approved audit will be sent to you by email the day after the meeting.

If you should have any questions, please feel free to contact Kathy Lavigne, Chief Accountant or myself at 603-225-3295. Thank you for your understanding of this matter.

Sincerely,

Brian F. Hoffman

73-0: Happa.

Deputy Director

BFH:enr

Agency Audit 2-28-13 Letter

cc: Main File – Agency Audit 2/28/2013 Kathy Lavigne, Chief Accountant

Jack Callahan, Leone, McDonnell and Roberts

ALTON
Senior Center
Prospect View Housing875-3111
BELMONT
Senior Center267-9867
Heritage Terr. Housing287-6801
BRADFORD

Senior Center......938-2104

CONCOR	ט
Area Center	225-6880
Head Start	224-6492
Early Head Start	224-6492
Concord Area	
Meals-on-Wheels	225-9092
Concord Area Transit	225-1989
Horeeshoe Pond Place	228-6956
WIC/C8FP	225-2050
Workplace Success	223-2305
EPSOM	

FRANKI	-in
Area Center	934-3444
Head Start	934-2161
Early Head Start	934-2161
Senior Center	934-4151
Family Planning	934-4905
Riverside Housing	934-5340
KEARSARGE	VALLEY
Area Center	456-2207

LACONIA	`
Area Center	524-551
Head Start	528-533
Early Head Start	528-533
Senior Center	524-768
Family Planning	524-545
Prenatal	524-545
Winnipeeaukee Transit	528-249
Workplace Success	

3 3 6	Village at Pembroke F Housing	
7	PITTSFI	
	Senior Center	435-8482
_	Head Start	435-6618
6	Early Head Start	435-6611

PEMBROKE

PLYMOUTH Family Planning53	6-3584
SUNCOOK	
Area Center48	5-7824
Senior Center,48	5-4254
TILTON	
Senior Center52	7-8291

To the Board of Directors

Community Action Program Belknap-Merrimack Counties, Inc.

Concord, New Hampshire

#### **INDEPENDENT AUDITORS' REPORT**

We have audited the accompanying statements of financial position of Community Action Program Belknap-Merrimack Counties, Inc. (a New Hampshire nonprofit corporation), as of February 29, 2012 and February 28, 2011, and the related statements of activities and cash flows for the years then ended. 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 audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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 audits provide 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 Community Action Program Belknap-Merrimack Counties, Inc. as of February 29, 2012 and February 28, 2011, and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated August 21, 2012 on our consideration of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our 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 read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedules on pages 24 through 32 are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the Organization. The accompanying schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

> Lean, Mc Donnell ; Roberts. Professional association

August 21, 2012 Concord, New Hampshire

#### STATEMENTS OF FINANCIAL POSITION FEBRUARY 29, 2012 AND FEBRUARY 28, 2011

<b>ASSETS</b>	
---------------	--

	·	<u> 2012</u>	<u>2011</u>
CURRENT AS	SETS	<b>6</b> 6344600	
Cash	receivable	\$ 2,114,892	\$ 1,424,147
Prepald e	xpenses	3,431,173 438,993	4,626,352 403,639
, iopaid		100,000	100,000
Total c	urrent assets	5,985,058	6,454,138
PROPERTY	•		
Land and		4,619,289	4,619,289
Equipmen	u .	5,909,477	5,851,172
	_	10,528,766	10,470,461
	•	10,920,700	10,470,461
Less accu	mulated depreciation	(5,492,531)	(5,368,125)
	•		
Proper	ty, net	5,036,235	5,102,336
	•		
OTHER ASSET	•	"	
Investmer		74,291	67,929
Pinė Itom	related party	139,441	139,441
Total o	ther assets:	213,732	207,370
		,21,511,0,4	201,010
тот	AL ASSETS	\$ 11,235,025	\$ 11,763,844
		<del></del>	
	LIABILITIES AND NET ASSETS		
CUDDENTILIA	ou mice		
CURRENT LIA	ortion of notes payable	\$ 122,029	\$ 132,907
Accounts		2,442,548	2,555,156
Accrued e		1,149,313	996,135
	e advances	1,504,542	1,750,219
Total c	urrent liabilities	5,218,432	5,434,417
LONG TERM L		Î 074 ECC	4.004.004
Notes pay	able, less current portion shown above	1,871,566	1,991,881
Total lia	hilities	7,089,998	7,426,298
7 Otta in		7,000,000	111201200
NET ASSETS			
Unrestricte		3,127,371	3,369,797
Temporari	ly restricted	1,017,656	967,749
÷ i		4 4 4 E 00°	4.007.540
Total ne	et assets	4,145,027	4,337,546
	AL LIABUREO AND MET ACCETS	# 44 00E 00E	°C 44 700 044
101	AL LIABILITIES AND NET ASSETS	<u>\$ 11,235,025</u>	\$ 11,763,844

## STATEMENT OF ACTIVITIES FOR THE YEAR ENDED FEBRUARY 29, 2012 WITH COMPARATIVE TOTALS FOR THE YEAR ENDED FEBRUARY 28, 2011

	Unrestricted	Temporarily Restricted	2012 Total	2011 <u>Total</u>
REVENUES AND OTHER SUPPORT				
Grant awards	\$ 21,051,500		\$ 21,051,500	\$ 23,080,279
Other funds	3,783,884	\$ 2,485,991	6,269,875	7,604,783
In-kind	1,143,537		1,143,537	1,886,923
United Way	145,880		145,880	153,417
Total revenues and other support	26,124,801	2,485,991	28,610,792	32,725,402
NET ASSETS RELEASED FROM				
RESTRICTIONS	2,436,084	(2,436,084)		
Total	28,560,885	49,907	28,610,792	32,725,402
EXPENSES:				
Compensation	9,208,281		9,208,281	9,383,940
Payroll taxes and benefits	2,305,424		2,305,424	2,201,820
Travél	334,076		334,076	323,197
Occupancy	1,144,249		1,144,249	1,116,042
Program services	11,588,546		11,588,546	13,448,527
Other costs	2,549,575		2,549,575	2,857,325
Depreciation	529,623		529,623	505,848
In-kind	1,143,537	<del></del>	1,143,537	1,886,923
Total expenses	28,803,311		28,803,311	31,723,622
CHANGES IN NET ASSETS	(242,426)	49,907	(192,519)	1,001,780
NET ASSETS - BEGINNING OF YEAR	3,369,797	967,749	4,337,546	3,335,766
NET ASSETS - END OF YEAR	\$ 3,127,371	\$ 1,017,656	\$ 4,145,027	\$ 4,337,546

#### STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED FEBRUARY 29, 2012 AND FEBRUARY 28, 2011

•		2012		<u>2011</u>
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in net assets  Adjustments to reconcile change in net assets to  net cash provided by operating activities:	\$	(192,519)	\$	1,001,780
Depreciation		529,623		505,848
Gain on sale of property		(19,068)		(13,000)
(Increase) decrease in current assets:				
Accounts receivable		1,195,179		724,033
Prepaid expenses		(35,354)		(135,411)
Increase (decrease) in current liabilities:				are de a a a si
Accounts payable		(112,608)		(471,961)
Accrued expenses		153,178		12,052
Refundable advances		(245,677)	.—	97,187
NET CASH PROVIDED BY OPERATING ACTIVITIES	_	1,272,754		1,720,528
CASH FLOWS FROM INVESTING ACTIVITIES				
Additions to property		(464,455)		(1,368,038)
Investment in partnership		(6,362)		(8,281)
Proceeds from sale of property		20,000	-	13,000
NET CASH USED IN INVESTING ACTIVITIES	_	(450,817)	_	(1,383,319)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of long term debt		(131,193)		(147,973)
NET CASH USED IN FINANCING ACTIVITIES		(131,193)		(147,973)
NET INGREASE IN CASH		690,744		209,236
CASH BALANCE, BEGINNING OF YEAR	_	1,424,148		1,214,911
CASH BALANCE, END OF YEAR	<u>\$</u>	2,114,892	<u>\$</u>	1,424,147
• • • • • • • • • • • • • • • • • • • •				
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		460.005	•	100 700
Cash paid during the year for interest	\$	122,905	<u>\$</u>	132,739

#### SCHEDULE OF FEDERAL AWARDS FOR THE YEAR ENDED FEBRUARY 29, 2012

FEDERAL GRANTOR/		
PROGRAM TITLE	CFDA	FEDERAL
US DEPT. OF HEALTH AND HUMAN SERVICES	NUMBER	EXPENDITURES
Head Start	93.600	\$ 3,193,684
ARRA-Early Head Start Expansion	93.709	301,156
Through State of New Hampshire		
Weatherization-HRRP	93.568	111,255
Fuel Assistance	93.568	5,014,215
Fuel Assistance-SEAS	93.044	6,626
Title III Part C	93.045	843,314
Community Services Block Grant	93.569	462,048
Title XX - Block Grant	93.667	458,550
Family Planning	93.217	179,719
Family Planning	93,558	42,392
Family Planning	93.940	2,809
Family Planning - Workforce Grant	93.779	11,977
Obesity Prevention	93.283	3,251
Title III Part B Rural Transportation	93.044	239,848
TANF - Home Visiting	93.558	38,322
Prenatal	93.994	26,108
Merrimack County Service Link Program	93.778	73,644
Merrimack County Service Link Program	93.052	20,572
Merrimack County Service Link Program	93.667	8,843
Merrimack County Service Link Program	93.048	21,026
Merrimack County Service Link Program	93.779	20,071
Merrimack County Service Link Program	93.071	1,322
Elder Services/NSIP	93.053	194,308
Through Southern New Hampshire Services		
NHEP-Job Club	93.558	50,805
NHEP-Community Work Experience	93.558	22,702
Work Skills Work Experience-Workplace Success	93.558	224,350
Through Lakes Region Partnership for Public Health		
MIPPA	93.518	, 1,6 <u>2</u> 5
MIPPA	93.779	4,875
MIPPA	93.791	5,882
		11,585,297
US DEPARTMENT OF AGRICULTURE		
Through State of New Hampshire		
WIC	10.557	679,883
CSFP	10.565	1,015,866
Senior Farmers Market	10.576	91,042
Surplus Food-TEFAP-Admin	10.568	105,709
Surplus Food-TEFAP	10.569	1,029,134
CACF Head Start/USDA	10.558	202,000
Summer Food-USDA	10.559	107,707
		3,231,341

#### **Homeland Security**

Through State of New Hampshire

Emergency Management Performance Grant 97.042

Through United Way

Emergency Food and Shelter Program 97.024 \_\_\_\_\_\_\_9,674

34,674

25,000

#### **TOTAL AWARDS EXPENDED**

\$ 21,924,554

#### **NOTE A - BASIS OF PRESENTATION**

The schedule of Expenditures of Federal Awards includes federal award activity of Community Action Program Belknap - Merrimack Counties, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations."

CORPORATION FOR NATIONAL SERVICES		
Senior Companion	94.016	240.000
Senior Companion	94.010	349,020
US DEPARTMENT OF TRANSPORTATION		
Through State of New Hampshire		
Concord Area Transit	20,509	604.076
Concord Area Transit-New Freedom	20.521	604,876
Winnipesaukee Transit System		9,921
Trolley Program	20.509 20.509	55,420
ARRA-Concord Area Transit	20.509	45,065
ARRA-Concord Area Transit-Vehicles	20.509	286,900
5310 Capital Advance	20.513	179,643
00 to Capital Advance	20.513	55,966
		1,237,791
US DEPARTMENT OF JUSTICE		
Through State of New Hampshire		
•	40.004	00 504
ARRA-Therapeutic Classroom	16.801	33,561
Greater Lakes Child Advocacy Center	16.543	12,375
Merrimack County Service Link - NHPOA	16.528	776
US DEPARTMENT OF HOUSING AND URBAN DEVELOPME	, ÀIT	46,712
Newbury Elderly Housing		440 007
	14.157	110,687
Through New Hampshire Housing Finance Authority	44.000	1 44 - 44 1
Statewide Lead Abatement Program	14,900	1,395,931
Through State of New Hampshire		
Home Program	14.239	200,551
ESG - New Start/Outreach Program	14.235	168,770
Homeless Prevention	14,235	22,840
ARRA-Homeless Prevention & Rapid Re-housing	14.257	238,602
Supportive Housing Services	14.235	58,683
		2,196,064
US DEPARTMENT OF ENERGY		2,100,00.
Through State of New Hampshire		
Weatherization	81.042	156,234
ARRA-Weatherization	81.042	2,003,122
MH Park Weatherization	81.042	217,998
	011012	2,377,354
US DEPARTMENT OF LABOR		
Through State of New Hampshire		
Senior Community Service Employment	17.235	605,636
Through Southern New Hampshire Services		
WIA-Adult Program	17.258	90,976
ARRA-WIA Adult Program	17.258	1,057
WIA-Dislocated Worker Program	17.260	160,827
ARRA-Dislocated Worker Program	17.260	7,410
ARRA-WIA Discretionary	17.258	11
ARRA-WIA Dislocated Discretionary	17.260	384_
		866,301

(Approved by Agency Board of Directors on 02/24/05 as part of the Agency Bylaws.)

#### STATEMENT OF PURPOSE

The purpose the corporation includes providing assistance for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient through planning and coordinating the use of a broad range of federal, state, local, and other assistance (including private resources) related to the elimination of poverty; the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty and may help the families and individuals to achieve self-sufficiency; the maximum participation of residents of the low-income communities and members of the groups served to empower such residents and members to respond to the unique problems and needs within their communities; and to secure a more active role in the provision of services for private, religious, charitable, and neighborhood-based organizations, individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.



## Community Action Program Belknap-Merrimack Counties, Inc.



P.O. Box 1016 • 2 Industrial Park Drive • Concord, NH 03302-1016 Phone (603) 225-3295 ♦ Toll Free (800) 856-5525 ♦ Fax (603) 228-1898 ♦ Web www.bm-cap.org

#### **BOARD OF DIRECTORS**

•	
·	Term Expires
Sara A. Lewko, President	Indefinite
Charles Russell, Esq., Vice-President	3/2014
Dennis Martino, Secretary-Clerk	3/2014
Kathy Goode, Treasurer	Indefinite
Heather Brown	1/2015
Nicolette Clark	1/2016
Susan Koerber	1/2016
Bill Johnson	Indefinite
Karen Painter	Indefinite
Theresa Cromwell	3/2014
Cindy Cantelo	1/2015
Matthew Hayward	1/2016

Public Sector - Indefinite Elected Sector - 3-year term Private Sector - 3-year term

enr

ALTON
Senior Center875-7102 Prospect View Housing875-3111

BELMONT

ritage Terr. Housing......267-8801

**BRADFORD** 

001100	I C
nter	225-6880
rt	224-6492
ad Start	224-6492
Area	
na 18/hania	225,0002

#### FRANKLIN ...934-2161 Early Head Start. ...934-4151 ...934-4905 \_934-5340

**KEARSARGE VALLEY** 

## LACONIA

OSSIPEE

PEMBROKE

**PITTSFIELD** 

**PLYMOUTH** 

SUNCOOK

TILTON

#### **KEY ADMINISTRATIVE PERSONNEL**

## NH Department of Health and Human Services Division of Public Health Services

Agency Name:

Community Action Program of Belknap and Merrimack

Counties, Inc.

Bureau of Population Health & Community Services,

Name of Bureau/Section:

Healthy Eating & Physical Activity

BUDGET PERIOD:	SFY 14	SFY 14 7/1/13-9/30/13		
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract	
Ralph Littlefield -Executive Director	\$118,448	0.00%	\$0.00	
Brian Hoffman - Deputy Director	\$105,851	0.00%	\$0.00	
Susan Wnuk - Director Community Health & Nutrition	\$65,578	2.62%	\$1,715.00	
Thomas Fritschka - Warehouse Manager	\$37,421	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
TOTAL SALARIES (Not to exceed Total/Salary \	Nages, Line Item 1 of Budg	get request)	\$1,715.00	

" BUDGET PERIOD:			
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
			\$0.00
			\$0.00
			\$0.00
	_	_	\$0.00
			\$0.00
			\$0.00
TOTAL SALARIES (Not to exceed Total/Salary W	/ages, Line Item 1 of Budզ	get request)	\$0.00

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel MUST be listed, <u>even if no salary is paid from the contract</u>. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Revised: 12/3/08-ba

#### RALPH LITTLEFIELD

Community Action Program Belknap-Merrimack Counties, Inc. P.O. Box 1016, Concord, NH 03302-1016 (603) 225-3295 / Rlittlefield@bm-cap.org

#### **EDUCATION**

High School – Winnacunnet High School, Graduated June 1966 College – Keene State College, Keene, NH, Graduated May 1971 Degree – Bachelor of Education

#### **EMPLOYMENT**

<u>January 1980 – Present</u> Community Action Program Belknap-Merrimack Counties, Inc. Executive Director

Responsible for the general administration of the agency which is comprised of 85 major programs and has an annual budget in excess of \$37 million dollars and a staff of 410 employees.

#### June 1978 - January 1980

Southwestern Community Services, Inc., Keene, New Hampshire Deputy Director

#### 1976 - June 1978

Southwestern Community Services, Inc., Keene, New Hampshire Head Start Director

#### 1974 - 1975

Southwestern Community Services, Inc., Keene, New Hampshire Program Coordinator-Food Stamp Program, Green Thumb Project, Nutrition West

1974 - Head Counselor, Summer Neighborhood Youth Corps

1972 – Assistant Head Start Director, Cheshire County Head Start Claremont, New Hampshire

June 1971 – General Services Director

#### **BRIAN F. HOFFMAN**

## Community Action Program Belknap-Merrimack Counties, Inc. P.O. Box 1016, Concord, NH 03302-1016 (603) 225-3295 / Bhoffman@bm-cap.org

#### **WORK EXPERIENCE**

1981 – Present DEPUTY DIRECTOR/FISCAL OFFICER

Community Action Program Belknap-Merrimack Counties, Inc.

P.O. Box 1016, Concord, NH 03302-1016

General supervision and direction of program directors and assists with planning, coordination and implementation of all agency services. Responsible for the financial operation of the Fiscal Department, the programs and the agency.

1978-1981 COMMUNITY SERVICES ADMINISTRATOR

Southern New Hampshire Services, Inc. P.O. Box 5040, Manchester, NH 03108

1976-1978 DIRECTOR OF ELDERLY AFFAIRS

Southern New Hampshire Services, Inc.

1974-1976 ASSISTANT DIRECTOR OF ELDERLY AFFAIRS

Southern New Hampshire Services, Inc.

#### **EDUCATION**

University of New Hampshire Durham, New Hampshire Bachelor of Science

Recreation and Parks Administration – 1974

#### PROFESSIONAL ASSOCIATIONS

Treasurer, Board of Directors, Community Development Finance Authority (2006-Present)

New Hampshire Community Action Association

### SUSAN M. WNUK

COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC. P.O. Box 1016, Concord, NH 03302-1016 603-225-3295 / SWNUK@BM-CAP.ORG

EXPERIENCE	
1992 to Present	COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.
	Director, Community Health and Nutrition Services
	Responsible for overall management of the WIC, and Commodity Supplemental Food
	Program, Family Planning, Prenatal, Teen Clinic, STD clinics, HIV Counseling and
	Testing Services
	<ul> <li>Oversee planning, development, implementation and coordination of all program services for multiple programs and clinic locations</li> </ul>
	Fiscal management including budget preparation, monitoring, fundraising, and reports
	for \$1.6 million operating budget
	Oversee special grant projects including Fit WIC, Teen Pregnancy Prevention Project
	■ Participation in Smoking Cessation Learning Collaborative
	<ul> <li>Development and implementation of policies and procedures</li> </ul>
	<ul> <li>Responsible for grant management and report preparation</li> </ul>
1991-1992	Director, Family Planning, Prenatal, STD Clinics and HIV Counseling and Testing Services
	■ Initiated development and implementation of comprehensive Prenatal program clinical
	services in Belknap County for low-income women
	<ul> <li>Integrated all program services to provide access to comprehensive care</li> </ul>
1989-1992	Director, Family Planning, STD Clinics and HIV counseling and Testing Services
1707 1772	■ Coordinated development of STD Clinic Services in three County area including
	obtaining initial grant funding
	■ Fiscal, personnel, program management of all services
1987-1989	Director, Family Planning and HIV Counseling and Testing Services
	<ul> <li>Obtained grant funding to initiate development of HIV Counseling and Testing</li> </ul>
	Services
	■ Integrated services into Family Planning Clinic
1986-1987	Family Planning Program Director
	<ul> <li>Responsible for the overall fiscal, programmatic and personnel management of a Title</li> </ul>
	X funded Family planning program in a three County area.
	<ul> <li>Initiated program development activities and expansion of services</li> </ul>
1980-1985	CONCORD HOSPITAL, CONCORD NEW HAMPSHIRE
	Social Worker - Social Services Department
	<ul> <li>Evaluation of emotional, social and economic stresses of illness.</li> </ul>
	<ul> <li>Developed patient care plans including financial assessment, discharge planning needs,</li> </ul>
	home supports, and transfer for patients in maternity/newborn nursery, ICU,
	nephrology/dialysis, and urology units.
	<ul> <li>Liaison between medical staff, patient, families and community agencies.</li> <li>Coordinated adoptions with public and private organizations.</li> </ul>
	<ul> <li>Coordinated adoptions with public and private organizations.</li> <li>Provided assessments for guardianships hearings.</li> </ul>
	<ul> <li>Initiated protective service referrals for infants, children and seniors.</li> </ul>
	Coordinated transfers to skilled, intermediate level nursing homes, group homes, and
	facilities providing traumatic head injury and spinal cord care.

SUSAN M. WNUK PAGE 2

#### **EDUCATION**

**1977** ·

Massachusetts College of Liberal Arts

North Adams, MA

Bachelor of Arts Degree Majors: History and Sociology

#### PROFESSIONAL ASSOCIATIONS

#### **Board of Directors and Committees**

National Commodity Supplemental Food Program Association – Board of Directors 1999-2000
 Vice President 2010 – President 2011

■ New Hampshire WIC Directors Association – 1992-Present Chairperson 2010-present Secretary 2000-2008

- Health First Family Care Center Board of Directors January 2009 present
- Lakes Region Partnership for Public Health Board of Directors 2005-present
- Central New Hampshire Health Care Partnership Founding member 2008 present
- HEAL Practice Committee 2009-present
  Lakes Region HEAL- 2009- present
  CCNTR HEAL 2009-present
- Bi-State Primary Care Association Government Relations Committee 2004-present
- Whole Village Family Resource Center Board of Directors 1995-2000

  Chair Personnel Committee 1996-2000
- Capital Area Wellness Coalition 2010-present

#### Government

- District Council Participant 1996-Present
- Legislative Task Force on Perinatal Substance Abuse 1993-2002
- Legislative Study Committee on Premature Births 1991
- Attorney General's Task Force on Child Abuse and Neglect 1990-1993

#### Memberships

- National WIC Association 1994-Present
- New Hampshire Public Health Association 1993-Present
- American Public Health Association 1986-Present
- National Family Planning and Reproductive Health Association 1986-Present

#### COMMUNITY & VOLUNTEER

- Bow School District Wellness Committee 2004-present
- Bow POPS (Parents of Performing Arts Students) 2005-present Vice President 2009-2010
- Coach Boys Indoor Soccer Team 2008-2010

#### Thomas M. Fritschka

Community Action Program Belknap-Merrimack Counties, Inc. P.O. Box 1016, Concord, NH 03302-1016 (603) 225-2050 / TFritschka@bm-cap.org

#### **Employment:**

Warehouse Manager

Community Action Program
Belknap-Merrimack Counties, Inc.

05/2008 to present Concord, NH

- 1 Responsible for distributing food to low income elderly in various locations throughout New Hampshire including actual physical delivery to qualified participants as well as maintaining appropriate food levels in the warehouse.
- 2 Responsible for organizing and maintaining the Concord, New Hampshire warehouse.
- 3 Overseeing volunteers and warehouse staff on a daily basis.
- 4 Responsible for maintenance of company vehicles and forklift.
- 5 Handling recycling of cardboard produced by the daily operations of the warehouse.
- 6 Scheduling the incoming food deliveries to the warehouse.

Service Manager Concord Motorcycle 03/2005 to 05/2008 Concord, NH

- 1 Responsible for scheduling customers for service repairs, scheduling assembly of new vehicles for display and delivery for the sales department, dealing with customer complaints and problems, and allocating work to service technicians.
- 2 Handle researching and identifying parts necessary to complete repairs, and getting that information to the parts department for ordering.
- 2 Submit all warranty claims (both computerized and paper claims) to manufacturers' and handle the accompanying follow up.
- 3 Responsible for maintenance of both company vehicle and forklift.
- 1 Responsible for the daily operation of the service department and the supervision of all service department employees.

Assistant Parts Manager/Service Writer Belknap Subaru

03/2004 to 02/2005 Belmont, NH

#### Thomas M. Fritschka Page Two

- 1 Responsible for parts ordering, invoicing and shipping parts to customers (both internet and phone orders).
- 2 Supplying parts to technicians as needed.
- 3 Checking and stocking all incoming parts orders.
- 4 Write up and invoice both service customers and internal service work.
- 5 Handle parts and service customer service calls.

#### Sales Manager then Service Manager

1996 to 12/2003

Freedom Honda Suzuki (No longer in business)

Belmont, NH

- 2 Responsible for scheduling customers for service repairs, scheduling assembly of new vehicles for display and delivery for the sales department, dealing with customer complaints and problems, and allocating work to service technicians.
- 4 Handle researching and identifying parts necessary to complete repairs, and getting that information to the parts department for ordering.
- 5 Submit all warranty claims (both computerized and paper claims) to manufacturers' and handle the accompanying follow up.
- 1 Responsible for sales tracking for a management group, sales follow-up, the tum over of sales opportunities, and the overall efficiency of sales department.

#### **Education:**

#### Oxbow High School

Graduated 1985

Bradford, VT

#### Skills:

- 1 Windows XP
- 2 Microsoft Outlook
- 3 Internet Explorer and Mozilla Firefox
- 4 Computerized submission of warranty claims
- 5 Experience in the parts and finance/insurance departments of dealerships.
- 6 ADP and Wallace Dealership Software
- 7 CDL Driver
- 8 Forklift operation

#### Hobbies:

- 1 Bicycling
- 2 Motorcycles
- 3 Hiking
- 4 Snowshoeing
- 5 Reading

#### **Budget Form**

#### New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Community Action Program Belknap-

Bidder/Program Name: Merrimack Counties, Inc.

Budget Request for: Senior Farmers' Market Nutrition Program

(Name of RFP)

Budget Period: 7/1/13 to 9/30/13

Line Item	Direct remental		Indirect Fixed	Total	Allocation Method Indirect/Fixed Co
1. Total Salary/Wages	\$ 1,715.00	\$	-	\$ 1,715.00	
2. Employee Benefits	\$ 523.00	\$	-	\$ 523.00	
3. Consultants	\$ -	\$	-	\$ 	
4. Equipment:	\$ 	\$		\$ -	
Rental	\$ -	\$	-	\$ 	
Repair and Maintenance	\$ -	\$	-	\$ -	
Purchase/Depreciation	\$ -	\$	-	\$ 	
5. Supplies:	\$ -	\$		\$ -	
Educational	\$ -	\$	-	\$ 	
Lab	\$ -	\$	-	\$ -	
Pharmacy	\$ -	\$	-	\$ -	
Medical	\$ -	\$	-	\$ 	
Office	\$ -	\$	-	\$ -	
6. Travel	\$ -	\$		\$ -	
7. Occupancy	\$ -	\$	-	\$ -	
B. Current Expenses	\$ -	\$	-	\$ 	
Telephone	\$ -	<u> </u>	-	\$ -	
Postage	\$ -	-\$	-	\$ -	
Subscriptions	\$ -	\$	-	\$ -	
Audit and Legal	\$ -	\$		\$ -	
Insurance	\$ -	\$	-	\$ 	
Board Expenses	\$ -	\$		\$ -	
9. Software	\$ -	\$	-	\$ 	
10. Marketing/Communications	\$ -	\$	-	\$ -	
11. Staff Education and Training	\$ 	\$	-	\$ -	
12. Subcontracts/Agreements	\$ -	\$	-	\$ -	
13. Other (specific details mandatory):	\$ -	\$	-	\$ -	
	\$ -	\$	-	\$ -	
	\$ 	\$	-	\$ -	
	\$ 	\$	-	\$ -	
TOTAL	\$ 2,238.00	\$	•	\$ 2,238.00	

Indirect As A Percent of Direct

0.0%

For	<b>DPHS</b>	use	only

Maximum Funds Available - (DPHS program to enter total funds available) Reconciliation - (this line must be equal to or greater than \$0)

(2,238.00)



Nicholas A. Toumpas Commissioner

José Thier Montero Director

#### STATE OF NEW HAMPSHIRE

#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527 603-271-4546 1-800-852-3345 Ext. 4546 Fax: 603-271-4779 TDD Access: 1-800-735-2964



March 18, 2011

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

Approved F/C
Date
Approved G&C I con # 61  Date 4127 11
Not Approved

#### REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Healthy Eating and Physical Activity Section, Senior Farmers' Market Nutrition Program, to enter into an agreement with Community Action Program of Belknap and Merrimack Counties, Inc. (Vendor #177203 B003), 2 Industrial Park Drive, PO Box 1016, Concord, New Hampshire 03302-1016, to provide administrative oversight for the implementation of the Senior Farmers' Market Nutrition Program in New Hampshire, to be effective date of Governor and Council approval, through September 30, 2011, in an amount not to exceed \$92,116.00. This competitively procured Agreement contains the option to extend the Agreement for two (2) additional years contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. Funds are available in the following account(s) for SFY 2011, and are anticipated to be available in SFY 2012 depending upon the availability and continued appropriation of funds in the future operating budget(s), with authority to adjust amounts if needed and justified, between State Fiscal Years.

05-95-90-901510-5260, HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PREVENTION SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM.

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 2011	102-500734	Contracts for Prog Svc	90006024	4,923.00
			Sub-Total	\$4,923.00
SFY 2012	102-500734	Contracts for Prog Svc	90006024	4,289.00
SFY 2012	520-500361	FMNP Food Cost	90006025	82,904.00
			Sub-Total	\$87,193.00
			Total	\$92,116.00

His Excellency, Governor John H. Lynch and the Honorable Executive Council March 18, 2011 Page 2

#### **EXPLANATION**

The Community Action Program of Belknap and Merrimack Counties will use funds in this agreement to run the Senior Farmers' Market Nutrition Program statewide in New Hampshire. Services will include coordinating with the Commodity Supplemental Food Program for the distribution of pre-packaged bundles of locally grown fruits and vegetables to senior participants, conducting participant nutrition education, coordinating with the Department of Agriculture on the recruitment and training of local farmers to participate in the program and timely payments to local farmers for their produce.

The costs associated with staffing and overhead needed to deliver this program through the Department exceed the funding amount of the grant. Therefore it is necessary to obtain an agreement with a local agency to run this program.

This agreement will provide healthy fruits and vegetables to improve the diets of approximately 4,600 low-income seniors residing in New Hampshire. Low-income seniors are at increased risk of certain cancers and type 2 diabetes due to poor dietary intakes, and increased consumption of fruits and vegetables has been shown to decrease the risks of these chronic diseases. The Senior Farmers' Market Nutrition Program, in addition to improving the health of seniors, provides \$82,904.00 in direct income to New Hampshire farmers, who will select which Commodity Supplemental Food Program clinic sites to deliver their fresh fruits and vegetables to during July and August.

Should Governor and Council determine to not authorize this request for the Senior Farmers' Market Nutrition Program, the Program would not be able to provide the nutrition benefits to seniors or the financial benefit to local farmers and the funding would be returned to the United States Department of Agriculture.

Community Action Program of Belknap and Merrimack Counties, Inc was selected for this project through a competitive bid process. A Request for Proposal was posted on the Department of Health and Human Services website on January 18, 2011. In addition an email was sent on January 18, 2011 to potential bidders advising them of the Request for Proposal posting.

There were no competing proposals received for the Statewide Administration of Senior Farmers' Market Nutrition Program.

A team of three reviewers, two from within the Department of Health and Human Services, and a third from the Department of Agriculture, reviewed the proposal submitted by the Community Action Program of Belknap and Merrimack Counties, Inc., and received a favorable summary score of 97 out of 100. All reviewers have considerable experience managing agreements with vendors for various public health and agriculture programs. Areas of specific expertise include nutrition services and program administration in both Public Health and Agriculture. The two reviewers from the Department of Health and Human Services have 20 years experience working in public health settings and degrees in nutrition and human services. The third reviewer has been employed at the Department of Agriculture, Markets & Food for 16 years and oversees the Marketing & Economic Development Section and has considerable experience in developing and reviewing Request for Proposals for that Department, other State Departments, & non-state organizations. The Request for Proposal scoring summary is attached.

His Excellency, Governor John H. Lynch and the Honorable Executive Council March 18, 2011 Page 3

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for two (2) additional year(s), contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. This is the initial agreement with this Contractor for these services

The following performance measures will be used to measure the effectiveness of the agreement.

- Percent of low-income seniors enrolled in the Commodity Supplemental Food Program receiving the Senior Farmers' Market Nutrition Program benefits during the summer months.
- Number of New Hampshire farmers who participate in the Senior Farmers' Market Nutrition Program bulk purchase program.
- Percent of seniors receiving nutrition education materials highlighting the health benefits of locally grown fresh fruits and vegetables.

Area served: Statewide.

Source of Funds: 100% Federal Funds from the United States Department of Agriculture.

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

Respectfully submitted,

José Thier Montero, MD

Director

Approved by: Nicholas A. Toumpas

Commissioner

JTM/MM/paw





Nicholas A. Toumpas Commissioner

José Thier Montero Director

#### STATE OF NEW HAMPSHIRE

#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6504 603-271-4546 1-800-852-3345 Ext. 4546 Fax: 603-271-4779 TDD Access: 1-800-735-2964



December 7, 2011

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

APPROVED F/C
ATE
APPROVED G&C # 28
DATE 1/25/12
NOT APPROVED

#### REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Healthy Eating and Physical Activity Section, Senior Farmers' Market Nutrition Program, to exercise a contract renew and amend option with Community Action Program of Belknap and Merrimack Counties, Inc., Purchase Order # 1015423, Vendor #177203 B003, 2 Industrial Park Drive, PO Box 1016, Concord, New Hampshire 03302-1016, by increasing the Price Limitation by \$198,256.00 from \$92,116.00 to \$290,372.00 to provide administrative oversight for the implementation of the Senior Farmers' Market Nutrition Program in New Hampshire, and extend the Completion Date to September 30, 2013, effective retroactive to October 1, 2011. This Agreement was originally approved by Governor and Council on April 27, 2011, item #61. Funds are available in the following account(s) for SFY2012 and 2013 and are anticipated to be available in SFY 2014 upon the availability and continued appropriation of funds in the future operating budget(s), with authority to adjust amounts if needed and justified, between State Fiscal Years.

05-95-90-902010-5260 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PRG.

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2011	102-500734	Contracts for Prog Svc	90006024	4,923.00	0	4,923.00
			Sub-Total	\$4,923.00	\$0	\$4,923.00
SFY 2012	102-500734	Contracts for Prog Svc	90006024	4,289.00	7,125.00	11,414.00
SFY 2012	520-500361	FMNP Food Cost	90006025	82,904.00	0	82,904.00
			Sub-Total	\$87,193.00	\$7,125.00	\$94,318.00
				·	,	

His Excellency, Governor John H. Lynch and the Honorable Executive Council December 7, 2011 Page 2

SFY 2013	102-500734	Contracts for Prog Svc	90006024	0	9,500.00	9,500.00
SFY 2013	520-500361	FMNP Food Cost	90006025	0	89,628.00	89,628.00
			Sub-Total	\$0	\$99,128.00	\$99,128.00
SFY 2014	102-500734	Contracts for Prog Svc	90006024	0	2,375.00	2,375.00
SFY 2014	520-500361	FMNP Food Cost	90006025	0	89,628.00	89,628.00
			Sub-Total	\$0	\$92,003.00	\$92,003.00
		•	Total	\$92,116.00	\$198,256.00	\$290,372.00

#### **EXPLANATION**

The Department of Health and Human Services is requesting this amendment to be retroactive for the following reason. The Senior Farmers' Market Nutrition Program was to be transferred to the Department of Agriculture as of October 1, 2011 along with this contract. However due to limited staffing at the Department of Agriculture and since this program directly benefits the participants of the Commodity Supplemental Food Program, which the Department of Health and Human Services administers, it was decided in late September that it is in the best interest for all for the Department of Health and Human Services to continue to oversee this program. The Department of Agriculture will continue to collaborate with the Department of Health and Human Services in many aspects of the program particularly the enrollment of local farmers for the purchase of the locally grown produce provided to the participants.

Funds in this amendment will be used by Community Action Program of Belknap and Merrimack Counties to provide administrative services for the Senior Farmers' Market Nutrition Program in New Hampshire. Services will include coordinating with the Commodity Supplemental Food Program for the distribution of pre-packaged bundles of locally grown fruits and vegetables to senior participants, conducting participant nutrition education, coordinating with the Department of Agriculture on the recruitment and training of local farmers to participate in the program, and timely payments to local farmers for their produce.

This agreement will provide healthy fruits and vegetables to improve the diets of approximately 4,600 low-income seniors residing in New Hampshire. Low-income seniors are at increased risk of certain cancers and type 2 diabetes due to poor dietary intakes, and increased consumption of fruits and vegetables has been shown to decrease the risks of these chronic diseases. The Senior Farmers' Market Nutrition Program, in addition to improving the health of seniors, provides \$267,160.00 in direct income to New Hampshire farmers, who will select which Commodity Supplemental Food Program clinic sites to deliver their fresh fruits and vegetables to during July and August.

Should Governor and Council determine to not authorize this request for the Senior Farmers' Market Nutrition Program, the Program would not be able to provide the nutrition benefits to seniors or the financial benefit to local farmers and the funding would be returned to the United States Department of Agriculture.

Community Action Program of Belknap and Merrimack Counties, Inc. was selected for this project through a competitive bid process. A Request for Proposals was posted on the Department of Health and Human

His Excellency, Governor John H. Lynch and the Honorable Executive Council December 7, 2011 Page 3

Services website on January 18, 2011. In addition an email was sent on January 18, 2011 to potential bidders advising them of the Request for Proposals posting.

There were no competing proposals received for the Statewide Administration of Senior Farmers' Market Nutrition Program.

A team of three reviewers, two from within the Department of Health and Human Services, and a third from the Department of Agriculture, reviewed the proposal submitted by the Community Action Program of Belknap and Merrimack Counties, Inc., and received a favorable summary score of 97 points out of 100. All reviewers have considerable experience managing agreements with vendors for various public health and agriculture programs. Areas of specific expertise include nutrition services and program administration in both Public Health and Agriculture. The two reviewers from the Department of Health and Human Services each have 20 years' experience working in public health settings and degrees in nutrition and human services. The third reviewer has been employed at the Department of Agriculture, Markets & Food for 16 years and oversees the Marketing and Economic Development Section, and has considerable experience in developing and reviewing Request for Proposals for that Department, other State Departments, and non-state organizations. The Request for Proposals scoring summary is attached.

As referenced in the original letter approved by Governor and Council on April 27, 2011, item #61, and in the Request for Proposal, Renewals Section, this competitively procured Agreement has the option to renew for two (2) additional year(s), contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Council. This contractor has met all performance indicators for this contract. 97% of the low-income seniors enrolled in the Commodity Supplemental Food Program received benefits and 31 farmers participated in the program. The Division of Public Health Services is exercising this renewal option. These services were contracted previously with this agency in SFY 2011 in the amount of \$4,923.00 and in SFY 2012 in the amount of \$87,193.00. This represents an increase of \$198,256.00. This increase is due to exercising the renewal option.

The following performance measures will be used to measure the effectiveness of the agreement.

- Maintain the percent of low-income seniors enrolled in the Commodity Supplemental Food Program receiving the Senior Farmers' Market Nutrition Program benefits during the summer months.
- Increase by 25% the number of New Hampshire farmers who participate in the Senior Farmers' Market Nutrition Program bulk purchase program.
- Maintain the percent of seniors receiving nutrition education materials highlighting the health benefits of locally grown fresh fruits and vegetables.

Area served: Statewide.

Source of Funds: Source of Funds is 100% Federal Funds from the United States Department of Agriculture.

His Excellency, Governor John H. Lynch and the Honorable Executive Council December 7, 2011 Page 4

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

Respectfully submitted,

José Thier Montero, MD

Director

Approved by:

Nicholas A. Toumpa

Commissioner

JTM/MSM/pep

#### 16. Insurance: Select either (1) or (2) below:

As referenced in the Request for Proposal, Comprehensive General Liability Insurance Acknowledgement Form, the Insurance requirement checked under this section is applicable to this contract:

Insurance Requirement for (1) - 501(c) (3) contractors whose annual gross amount of contract work with the State does not exceed \$500,000, per RSA 21-I:13, XIV, (Supp. 2006): The general liability insurance requirements of standard state contracts for contractors that qualify for nonprofit status under section 501(c)(3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000, is 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.

☐ (1) The contractor certifies that it <u>IS</u> a 501(c) (3) contractor whose annual total amount of contract work with the State of New Hampshire does **not** exceed \$500,000.

Insurance Requirement for (2) - All other contractors who do not qualify for RSA 21-I:13, XIV, (Supp. 2006), Agreement P-37 General Provisions, 14.1 and 14.1.1. Insurance and Bond, shall apply: 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 incident or occurrence. These amounts MAY be modified if the State of NH determines contract activities are a risk of lower liability.

X (2) The contractor certifies it does <u>NOT</u> qualify for insurance requirements under RSA 21-I:13, XIV (Supp. 2006).

#### 17. Renewal:

This competitively procured Agreement contains the option to extend the Agreement for two (2) additional years contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

Contractor Initials:

Date: 37()