



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

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9203 1-800-351-1888

Nancy L. Rollins
Associate
Commissioner

Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

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45.17 GF

May 9, 2013

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

Retroactive

REQUESTED ACTION

1. Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to **retroactively** amend an existing Agreement (Purchase Order #1023701) with Somersworth Housing Authority, Somersworth, New Hampshire (Vendor #154340) to provide Nutrition Services by transferring units from home delivered meals to units for home delivered adult protective services meals, within the price limitation. This amendment shall be effective retroactive to January 1, 2013 through June 30, 2013 upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 22, 2011 (Item #205).

2. Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to further amend an existing Agreement (Purchase Order #1023701) with Somersworth Housing Authority, Somersworth, New Hampshire (Vendor #154340) to provide Nutrition Services by decreasing the number of congregate and home delivered meals, and decreasing the price limitation by \$51,593.92 from \$1,033,504.48 to \$981,910.56. This amendment shall be effective retroactive to January 1, 2013 through June 30, 2013 upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 22, 2011 (Item #205).

Funding is available in the following accounts for State Fiscal Year 2013.

05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:
ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING GRANTS

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	541-500383	Meals-Home Delivered/Congregate	\$371,657.16	\$ 0.00	\$371,657.16
2013	541-500383	Meals-Home Delivered/Congregate	\$371,657.16	(\$51,593.92)	\$320,063.24
Subtotal			\$743,314.32	(\$51,593.92)	\$691,720.40

05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICES BLOCK GRANT

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	544-500386	Meals-Home Delivered	\$145,095.08	\$ 0.00	\$145,095.08
2013	544-500386	Meals-Home Delivered	\$145,095.08	\$ 0.00	\$145,095.08
Sub-Total			\$290,190.16	\$ 0.00	\$290,190.16
Total			\$1,033,504.48	(\$51,593.92)	\$981,910.56

EXPLANATION

Relative to Requested Action #1.

The purpose of this Requested Action is to amend an existing Agreement with Somersworth Housing Authority to transfer nutrition service units from home delivered meals to units for adult protective services home delivered meals, within the dollar amount contracted for these services, due to an increase in demand for Adult Protective Service clients. The Bureau of Elderly and Adult Services identifies these clients as needing protective services and makes referrals to the contractors who are expected to make a best effort attempt to ensure provision of services. Because the Contractors do not control the Adult Protective Services referrals received, they are not always able to project the number of units required to serve those persons in need of protective services resulting in the need for retroactive approval. This amendment is identified as retroactive because it transfers home delivered meals units of service effective January 1, 2013, based on the contractor's analysis of utilization for the first six months of SFY 2013. The contractor does not anticipate that overall client usage will be impacted by this redistribution of home delivered meals.

Relative to Requested Action #2.

Additionally, this Requested Action decreases congregate meals by 7,662 meals and home delivered meals by 2,641 meals for a total reduction of \$51,593.92 through June 30, 2013. The reductions identified above were based upon an analysis of units served resulting in the need for fewer units than originally contracted for.

Should the Governor and Executive Council determine to not authorize the contract amendment in Requested Action #1 to transfer home delivered meals to adult protective services home delivered meals, the nutritional support provided to these Adult Protective Service clients will be reduced to a level that could jeopardize their ability to remain in their home. Home delivered meals allow the elderly and disabled adults to secure and maintain maximum independence, health, and quality of life that support a goal of the Division of Community Based Care Services to keep individuals in their homes within the community. Should the Governor and Executive Council determine to not authorize the contract amendment in Requested Action #2 there would be insufficient appropriations to cover the full contract amount.

The original contract was awarded based on a competitive bid process. A Request for Proposals for social services funded by Bureau of Elderly and Adult Services was posted on the Department of Health and Human Services' web site beginning February 25, 2011 in order to procure direct care services from community vendors. The bid summary for Somersworth Housing Authority is attached.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
May 9, 2013
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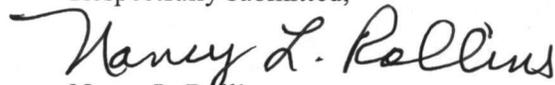
The Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractors were beneficial to the State and the clients by enabling the clients to remain in their home and community and to remain independent based on the federal sourcing requirements. Data from various sources including, but not limited to, contractor reporting, site reviews, and data available through information technology are utilized to determine if the contractor is meeting the performance measures. The Bureau has determined that this Contractor has performed satisfactorily.

Areas served: See attached list of cities and towns served.

Sources of Funds: 54.83% Federal (Administration on Aging Grant and Social Services Block Grant) and 45.17% General Funds.

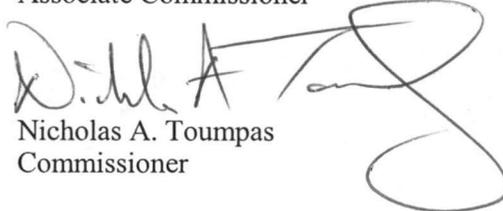
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

Request for Proposals Social Services for SFY's 2012 and 2013
RFP #12-DCBCS-BEAS-SS-01.

Agency Name:	Somersworth Housing Authority
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RFP Criteria	Max. Pts.	RFP Reviewers			Total
		1	2	3	
		John Morrills	Bernard Bluhm	Richard Willgoose	
Agency Capacity	35	39	35	35	36.3
Response to Scope of Services	40	38	34	40	37.3
Budget & Justification	20	14	18	20	17.3
Format	5	5	3.5	5	4.5
Total	100	96	90.5	100	95.5

Reviewers Information:

Job Title	Program Specialist IV	Program Planning and Review Specialist	Administrator
Dept/Agency	DHHS/DCBCS	DHHS/DCBCS/BHH	DHHS, DCBCS, NH Hospital
Qualifications	Adjunct Professor of Gerontology (Lakes Region Community College), 25+ yrs. in Human Services, 12 yrs. in administrative positions, Masters in Management & Organization with a concentration in Human Services.	Performing quality management responsibilities for the Bureau of Homeless and Housing Services.	Provides executive level leadership for quality improvement, utilization review, risk management, safety, health information services, medical staff affairs, regulatory review, and outcomes management at New Hampshire Hospital.

SERVICE CATCHMENT AREA

Name of Service	County/Counties	Towns/Cities where Services will be offered
TITLE XX-HD (138)	STRAFFORD	ALL
TITLE XX-HD-APS (139)	STRAFFORD	ALL
TITLE IIIIC-HD (386)	STRAFFORD	ALL
GENERAL FUNDS-HD (406)	STRAFFORD	ALL
CONGREGATE TITLE IIIIC (387)	STRAFFORD	DOVER
		ROCHESTER
		SOMERSWORTH

**State of New Hampshire
Department of Health and Human Services
Amendment #1 for Somersworth Housing Authority**



**State of New Hampshire
Department of Health and Human Services
Amendment #1 for Somersworth Housing Authority**

This first Amendment to the Nutrition services contract (hereinafter referred to as "Amendment #1") dated this 29th day of April 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Somersworth Housing Authority, (hereinafter referred to as "the Contractor"), a political subdivision of the City of Somersworth, a political subdivision of the State of New Hampshire, with a place of business at 25A Bartlett Avenue, Somersworth, NH 03878.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 22, 2011, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 of the Agreement; Exhibit A, Section III Paragraph 15; and Standard Exhibit C-1, Paragraph 1; the State may reduce the price limitation by written agreement of the parties; and furthermore, the State may modify the payment schedule of the contract by written agreement of the parties; and

WHEREAS, DHHS is reducing home delivered and congregate meals units based on a utilization review that anticipates the contractor serving less units than originally contracted. Furthermore, the Contractor has requested to transfer units of non-adult protective services home delivered meals to units of adult protective services home-delivered meals based on client needs within the service catchment area.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree as follows:

- 1) Amendment and modification of P-37 "Agreement";
 - a) Change Price Limitation in Block 1.8 to read \$981,910.56.

REC
Contractor's Initials:
Date: 4/29/2013

**State of New Hampshire
 Department of Health and Human Services
 Amendment #1 for Somersworth Housing Authority**



2) Amendment and modification of Exhibit B:

a) Delete Paragraph #1 Table and replace with the following:

<u>Service</u>	<u>SFY 2012-2013 Unit Type</u>	<u>SFY 2012- 2013 Rate Per Unit</u>	<u>Original SFY 2012 Units</u>	<u>Original SFY 2013 Units</u>	<u>Revised SFY 2013 Units</u>
Funding: AoA Title IIIC					
Home Delivered Meals	Per meal	\$5.32	49,448	49,448	46,807
Congregate Meals	Per meal	\$4.90	22,162	22,162	14,500
Funding: Title XX					
Home Delivered Meals	Per meal	\$5.32	19,358	19,358	15,728
Home Delivered Meals (General Funds)	Per meal	\$5.32	2,386	2,386	2,386
Home Delivered Meals APS	Per meal	\$5.75	5,116	5,116	8,474

b) Delete Paragraph # 2 and replace with the following:

2. It is understood that in no event shall the payments made by the Bureau of Elderly and Adult Services under this Agreement for services provided by the Contractor in SFY 2012 and SFY 2013 exceed the sum of \$516,752.24 and \$465,158.32, respectively, for a grand total of \$981,910.56.

c) Add Paragraph # 13 with the following:

13. Notwithstanding paragraph 18 of the P-37 and Exhibit A, Section III, Paragraph 15, an amendment limited to the terms of Exhibit B, Paragraph #1 Table, to transfer the amount of units from one service to another that are funded within the same account number identified in the original Exhibit B Paragraph 3 and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of Governor and Executive Council.

Contractor's Initials: *REC*
 Date: *7/30/2013*

State of New Hampshire
Department of Health and Human Services
Amendment #1 for Somersworth Housing Authority



This Amendment shall be retroactive to January 1, 2013, effective upon Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

5/9/13
Date

Nancy L. Rollins
Nancy L. Rollins
Associate Commissioner

Somersworth Housing Authority

4/30/2013
Date

Robert E. Cuckton
NAME
TITLE Chairman SHA

Acknowledgement:
State of New Hampshire County of Strafford on 4/30/13,
before the undersigned officer, personally appeared the person identified above, or
satisfactorily proven to be the person whose name is signed above, and acknowledged
that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace



Tamara J. Bedard
Name and Title of Notary or Justice of the Peace

TAMARA J. BEDARD, Notary Public
My Commission Expires August 22, 2017

BEC
Contractor's Initials:
Date: 4/30/2013

State of New Hampshire
Department of Health and Human Services
Amendment #1 for Somersworth Housing Authority



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

14 May 2013
Date

Jeanne P. Herrick
Name: Jeanne P. Herrick
Title: Attorney

I hereby certify that the foregoing contract was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Contractor's Initials: RCC
Date: 4/30/2013

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.

(Name of Corporation)

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 April 30, 2013 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, Division of Community Based Care 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 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)
Robert Crichton is the duly elected (Title) Chairman of
this corporation and is still qualified and serving in such capacity.

April 30, 2013

(Date)

Deborah J. Evans
Secretary

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

STATE OF NEW HAMPSHIRE

COUNTY OF Strafford

On April 30, 2013, 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 _____ he executed the foregoing certificate.

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

Tamera J. Bedard
Notary Public/Justice of the Peace

My commission expires:

TAMERA J. BEDARD, Notary Public
My Commission Expires August 22, 2017

GC
4/30/2013

Housing Authority Insurance Group
P.O. Box 189
Cheshire, CT 06410

CERTIFICATE OF INSURANCE

ID: 773, Endorsement: 01-10A-05-2012-11

Issue Date: 09/11/2012

Insured: Somersworth Housing Authority

Address: 25 Bartlett Ave., Suite A
P.O. Box 31
Somersworth, NH 03878-3878

Coverages

Type of Insurance	Policy Number	Limits
Commercial Liability	HARRG-773-118134-2012S	General Aggregate: \$ 2,000,000 Per Occurrence: \$ 2,000,000 Personal and Adv Inj: \$ 2,000,000 Fire Damage Sub-Limit: \$ 50,000 Athletic Sport Sub-Limit
[X] CoverageA; Bodily Injury and Property Damage Liability: <u>Occurrence</u>	Effective Date: 11/01/2012 12:01 AM	Per Occurrence: \$ 250,000 Aggregate: \$ 250,000
[X] CoverageB; Personal and Advertising Injury Liability: <u>Occurrence</u>	Expiration Date: 11/01/2013 12:01 AM	Mold, Other Fungi or Bacteria: \$ 100,000
[X] CoverageE; Mold, Other Fungi or Bacteria Liability: <u>Claims Made</u> Retro Date: 11/1/03		

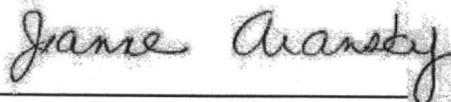
Description: State of New Hampshire, DHHS - BEAS scheduled as Additional Insured per Endorsement No. 01-10A-05

Certificate Holder: State of New Hampshire, DHHS - BEAS
129 Pleasant Street
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 (Primex³) 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, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ 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 Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ 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. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

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 Primex³. 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.

<i>Participating Member:</i>		<i>Member Number:</i>		<i>Company Affording Coverage:</i>	
Somersworth Housing Authority 25 Bartlett Avenue, Suite A PO Box 31 Somersworth, NH 03878		533		NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	\$
			General Aggregate	\$
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2013	1/1/2014	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	\$
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	
Description: Proof of Primex Member coverage only.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
Somersworth Housing Authority 25 Bartlett Avenue, Suite A PO Box 31 Somersworth, NH 03878			By: <i>Tammy Denver</i>
			Date: 3/1/2013 tdenver@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

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.

STRAFFORD NUTRITION MEALS ON WHEELS

MISSION STATEMENT

To promote the well being of the elderly and disabled adult citizen by providing services to foster independence in their own home which will allow choice and prevent or delay institutionalization; also to promote physical and emotional health and protect their quality of life, from abuse, self neglect, and exploitation; and to respond to social and economic needs of the disabled and/or elderly by providing affordable hot and nutritionally sound meals home delivered and at meal sites as well as provide a daily check; to offer education on nutrition and to provide a nutritional assessment to maintain or improve health and slow down the advancement of many chronic diseases.

HURLEY, O'NEILL & COMPANY, P.C.

Certified Public Accountants

J. Thomas Hurley, C.P.A.

Gene O'Neill C.P.A.

INDEPENDENT AUDITORS' REPORT

To The Board of Commissioners
Somersworth Housing Authority
Somersworth, New Hampshire

We have audited the accompanying basic financial statements of the Somersworth Housing Authority, Somersworth, NH as of and for the year ended December 31, 2011, as listed in the table of contents. These financial statements are the responsibility of the Somersworth Housing Authority's management. Our responsibility is to express opinions 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 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Somersworth Housing Authority as of December 31, 2011, and the changes in financial position and cash flows, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 17 to the financial statements, the Somersworth Housing Authority was the victim of a fraud perpetrated by a former employee, amounting to a loss of approximately \$780,000 over a period of several years.

In accordance with Government Auditing Standards, we have issued our report dated September 26, 2012 on our consideration of Somersworth Housing Authority's internal control over financial reporting and 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 considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and the Schedule of Funding Progress be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. The Supplemental Financial Data Schedule, the Statement and Certification of Actual Modernization Costs and the Schedule of Expenditures of Federal Awards are presented for purposes of additional analysis and are not a required part of the 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. This information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional 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 as a whole.

Hardy J. Hill & Co., PC

Quincy, Massachusetts
September 26, 2012

SOMERSWORTH HOUSING AUTHORITY

**BALANCE SHEET
December 31, 2011**

ASSETS

Current Assets:

Cash and cash equivalents - Note 4	\$	1,325,631
Restricted cash and cash equivalents - Notes 4 & 5		144,069
Accounts receivable, net - Note 6		86,969
Interest receivable - Note 7		29,887
Current portion of notes receivable - Note 7		15,966
Prepaid expenses and other current assets		<u>34,089</u>
 Total Current Assets		 <u>1,636,611</u>

Noncurrent Assets:

Notes receivable, net of current portion - Note 7		215,856
Capital assets, net of accumulated depreciation - Note 8		3,984,201
Other noncurrent assets - Note 9		<u>10,049</u>
 Total Noncurrent Assets		 <u>4,210,106</u>

Total Assets \$ 5,846,717

LIABILITIES AND NET ASSETS

Current Liabilities:

Current portion of long term debt - Note 11	\$	39,846
Accounts payable		55,591
Accounts payable, other government		27,744
Accrued wages and current portion of compensated absences		74,441
Deferred revenue		56,283
Tenant security deposits		<u>63,533</u>
 Total Current Liabilities		 <u>317,438</u>

Noncurrent Liabilities:

Long term debt, net of current portion - Note 11		157,715
Accrued compensated absences, net of current portion - Note 10		42,496
OPEB liability - Notes 10 & 14		<u>355,462</u>
 Total Noncurrent Liabilities		 <u>555,673</u>

Total Liabilities 873,111

Net Assets:

Invested in capital assets, net of related debt		3,809,956
Restricted net assets - Note		74,398
Unrestricted net assets		<u>1,089,252</u>

Total Net Assets 4,973,606

Total Liabilities and Net Assets \$ 5,846,717

SOMERSWORTH HOUSING AUTHORITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
For the year ended December 31, 2011

OPERATING REVENUES	
HUD grants and contributions	\$ 2,246,929
Other government grants and contributions	889,520
Tenant rental income	668,185
Management fees	349,889
Other revenue	296,867
Daycare tuition income	<u>261,639</u>
Total Operating Revenues	<u>4,713,029</u>
 OPERATING EXPENSES	
Housing assistance payments	1,581,339
Tenant services	1,371,147
Administration	965,158
Repair and maintenance	534,894
Utilities	480,515
Depreciation expense	333,967
Fraud loss - Note 17	169,904
Insurance expense	120,224
Other general expenses	75,119
Protective services	<u>30,000</u>
Total Operating Expenses	<u>5,662,267</u>
Operating Loss	<u>(949,238)</u>
 NONOPERATING REVENUES (EXPENSES)	
Interest and investment revenue	20,848
Interest expense	<u>(8,947)</u>
Total Nonoperating Revenues	<u>11,901</u>
Loss before Capital Contributions and Transfers	<u>(937,337)</u>
 CAPITAL CONTRIBUTIONS & TRANSFERS	
HUD capital grants and contributions	<u>311,949</u>
Total Capital Contributions and Transfers	<u>311,949</u>
Change in Net Assets	(625,388)
Total Net Assets - Beginning of Year	<u>5,598,994</u>
Total Net Assets - End of Year	<u>\$ 4,973,606</u>

See Accompanying Notes

SOMERSWORTH HOUSING AUTHORITY
COMMISSIONERS 2013

APPOINTMENTS AND TERMS

Name	Initial Appt.	Current Term	Current Position	Term Expires
Temporarily Vacant			Commissioner	2/28/2013
Robert Crichton	3/1/2012	3/1/2011	Chairman	2/28/2016
Paul Robidas	3/1/2012	3/1/2012	Vice-Chairman	2/28/2017
Martin Dumont	11/19/12	11/20/12	Commissioner	2/28/2015
Lara Willard	12/12/12	12/12/12	Commissioner	2/28/2014

State of New Hampshire
 Division of Community Based Care
 Bureau of Elderly and Adult Services

Personnel Form - Program Personnel Costs Budget By Service

Agency Name	SOMERSWORTH HOUSING AUTHORITY
Program Service Name	STRAFFORD NUTRITION & MEALS ON WHEELS - CONGREGATE

Position Title	SFY 2012 7/1/11 - 6/30/12				SFY 2013 7/1/12 - 6/30/13			
	FTE for Program	Total Annual Salary	Salary Allocated To Program	Salary Allocated To BEAS	FTE for Program	Total Annual Salary	Salary Allocated To Program	Salary Allocated to BEAS
Key Administrative Staff								
DIRECTOR	1	51,996 \$	10,399 \$	10,191 \$	1	51,996	10,399	10,191
PROGRAM COORDINATOR	1	20,690 \$	4,138 \$	4,055 \$	1	20,690	4,138	4,055
Direct Care Staff								
SITE MANAGER	2	49,924 \$	9,985 \$		2	49,924	9,985	
SITE ASSISTANTS	2	28,587 \$	5,717 \$		2	28,587	5,717	
DRIVERS	5	93,336			5	93,336		
Non Key Administrative Staff								
FINANCIAL	1	40,667 \$	8,133 \$		1	40,667	8,133	
Total Personnel Costs	12	\$ 285,200	\$ 38,372	\$ 14,246		\$ 285,200	\$ 38,372	\$ 14,246

State of New Hampshire
 Division of Community Based Care
 Bureau of Elderly and Adult Services

Personnel Form - Program Personnel Costs Budget By Service

Agency Name	SOMERSWORTH HOUSING AUTHORITY
Program Service Name	STRAFFORD NUTRITION MOW - Title XX / GF Home Delivered / Title IIIC Home Delivered

Position Title	SFY 2012 7/1/11 - 6/30/12				SFY 2013 7/1/12 - 6/30/13			
	FTE for Program	Total Annual Salary	Salary Allocated To Program	Salary Allocated To BEAS	FTE for Program	Total Annual Salary	Salary Allocated To Program	Salary Allocated to BEAS
Key Administrative Staff								
DIRECTOR	1	51,996 \$	41,597 \$	40,765 \$	1	51,996 \$	41,597 \$	40,765 \$
PROGRAM COORDINATOR	1	20,690 \$	16,552 \$	16,221 \$	1	20,690 \$	16,552 \$	16,221 \$
Direct Care Staff								
SITE MANAGER	2	49,924 \$	39,939 \$		2	49,924 \$	39,939 \$	
SITE ASSISTANTS	2	28,587 \$	22,870 \$		2	28,587 \$	22,870 \$	
DRIVERS	5	93,336 \$	93,336 \$		5	93,336 \$	93,336 \$	
Non Key Administrative Staff								
FINANCIAL	1	40,667 \$	32,534 \$		1	40,667 \$	32,534 \$	
Total Personnel Costs	12	285,200 \$	246,828 \$	56,986 \$		285,200 \$	246,828 \$	56,986 \$

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 \$466,000.
- Increased number of clients served by 300%.
- 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

Senior Nutrition Network of N.H.

Strafford Area Advisory Committee On Aging.

Somersworth Chamber

Somersworth Chamber President in 2005.

Northern Strafford County Health & Safety Council.

Deborah I. Evans

Qualifications: 28 years of government assisted housing experience

National Association of Housing and Redevelopment, Certified Public Housing Manager- July 25, 1991

The Spectrum Company, Certified Tax Credit Compliance Professional C11P, January 2011

Granite State Managers Association, Fair Housing Training, May 2011

Education: 1979 High School Diploma, Noble High School, Berwick, Maine

1980 Legal Secretarial Diploma, McIntosh College, Dover, New Hampshire

Employment: November 30, 2012 to present Acting Executive Director with Somersworth Housing Authority

February 1985 – current with Somersworth Housing Authority

Assistant Director of Housing, performing administration of the Section 8 HCV Program, oversight of the Public Housing program and Managed properties, Supervise housing staff, maintain and update housing policies to conform to HUD/NHHFA regulations

References: Upon Request

Experience

Nutrition Coordinator

Feb. 2010 - Present Strafford Nutrition, Somersworth, NH

- Supervisor of three satellite meal sites and the part time employees
- Maintaining program policies, records and reports
- Coordinating fund raisers, maintaining new web site
- Conducting home visits to determine eligibility and or reevaluation of home delivered clients .

Assistant Manager

Feb. 2008- Jan. 2010 Strafford Nutrition, Somersworth, NH

- Assisting with records and client information
- Maintaining site facilities for cleanliness
- Conducting home visits to determine initial eligibility and or reevaluation of home delivered clients.

Office clerk

Jan. 2007 - Nov. 2007 Sebastian Septic Service, Milton, NH

- Maintaining company records
- Answering customer phone calls and making appointments
- Sending out daily billing to customers
- Set company up with Quickbooks and credit card options for customers

Electrical/Shipping

2004- Dec. 2006 Golden Eagle Coppersmiths, Seabrook, NH

- Wiring and glassing lanterns
- Packaging up products to ship out
- Billing customers/ crediting accounts
- Making daily deposits
- Taking customer orders/handling customer complaints

Unloader/First responder

1996-2001 UPS, Chelmsford, MA

- Correctly unloading trucks to prevent injury
- Hazmat safety training to be a first responder
- Letting hub know when to pull a truck on or off docks
- Sorting bulk packages (71lbs to 150lbs) to correct areas of building

Education

Coe-Brown Northwood Academy, Northwood, NH

1987-1991

- High school diploma

Marie Finch

***** Street, ***** , NH *****; Telephone: (***) ***-*****

E-Mail: *****

OBJECTIVE

To continue as the Fiscal Director where my accuracy, attention to detail, and ability to problem solve have been positive contributions to Somersworth Housing Authority.

EDUCATION

- ◆ Associate in Business Studies – Awarded September 2003
Major: Accounting – GPA 3.9
McIntosh College, Dover, New Hampshire
- ◆ QuickBooks – June 2006
30-Hour Certificate Program
Dover Adult Learning Center, Dover, New Hampshire

SKILLS

ACCURACY

- ◆ Experience with all bookkeeping functions, such as, A/R, A/P, Payroll, & Deposits
- ◆ Various set up functions in all areas of TenMast including GL, Payroll, & A/P
- ◆ Known for accurate record keeping to be complete & well documented
- ◆ Software: Echo, MAS90, ProCare, TenMast, QuickBooks, & Microsoft Office

ATTENTION TO DETAIL

- ◆ Check Reconciliations for 20+ accounts per month
- ◆ Approve Invoices for A/P before payments are made
- ◆ Perform month end closings in Tenants Accounts Receivable to the General Ledger
- ◆ Monitor loan payments and retiree insurance payments

PROBLEM SOLVING

- ◆ Work with annual budgets
- ◆ Balance accounts and make Journal Entries accordingly
- ◆ Work with accountants and auditors
- ◆ Utilize all resources available to Somersworth Housing

WORK EXPERIENCE

- ◆ April 2007 to Present: Somersworth Housing Authority, Somersworth, New Hampshire: Bookkeeper Apr07-Jul10 / Property Manager Aug10-Jan12 / Fiscal Director Feb12-Present
- ◆ May 2003 to April 2007: Community Partners, Dover, New Hampshire
Accounting / Billing Clerk – Staff Accountant
- ◆ February 1984 to May 2003: EAD Motors, Dover, New Hampshire
Assembler – Quality Inspector – Receiving Clerk – Calibration – Quality Coordinator

References available upon request.



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

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
 Commissioner

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

Nancy L. Rollins
 Associate Commissioner

May 26, 2011

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, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into an agreement with Somersworth Housing Authority, Somersworth, New Hampshire (Vendor #154340) to provide Nutrition services, in an amount not to exceed \$1,033,504.48 effective July 1, 2011 or date of Governor and Council approval, whichever is later, through June 30, 2013. Funds are anticipated to be available in the following accounts in State Fiscal Years 2012 and 2013 upon availability and continued appropriation of funds in the future operating budgets:

05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING GRANTS

Fiscal Year	Class/Object	Class Title	Amounts
2012	541-500383	Meals-Home Delivered/Congregate	\$371,657.16
2013	541-500383	Meals-Home Delivered/Congregate	\$371,657.16
Subtotal			\$743,314.32

05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICES BLOCK GRANT

Fiscal Year	Class/Object	Class Title	Amounts
2012	544-500386	Meals-Home Delivered	\$145,095.08
2013	544-500386	Meals-Home Delivered	\$145,095.08
Sub-Total			\$290,190.16

Total	\$1,033,504.48
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EXPLANATION

The purpose of this Requested Action is to purchase direct care social services that allow the elderly and disabled adults to secure and maintain maximum independence and dignity. Participants receiving Home Delivered and Congregate Meals services will be able to maintain their health, independence and quality of life.

A Request for Proposals for social services funded by Bureau of Elderly and Adult Services was posted on Department of Health and Human Services' web site beginning February 25, 2011 in order to procure direct care services from community vendors. In addition, a notice of the release of the Request for Proposals was sent to all existing Bureau of Elderly and Adult Services' contractors, all potential contract providers known by the Bureau, the Home Care Association of New Hampshire, New Hampshire Adult Day Services Association and the liaisons for the Regional Coordination Councils as part of the statewide Community Transportation Regional Coordination System.

Funding for this contract is based on Bureau of Elderly and Adult Services' review of statewide, provider documented client needs as evidenced by State Fiscal Year 2010 and year-to-date State Fiscal Year 2011 contract utilization, quarterly program service reports and information provided in the proposal. This agency submitted a bid to provide Nutrition services to eligible individuals in the catchment area identified in this contract and was selected to receive funding for SFY 2012 and 2013 under this contract.

The Bureau of Elderly and Adult Services established a team of reviewers with program and/or financial experience from throughout the Department to review the proposal. See attached Scoring Detail for Criteria, Scores and Reviewers Information.

Should the Governor and Executive Council determine to not authorize this contract, the social services provided to these elderly and/or disabled clients will be reduced, or eliminated, to a level that could jeopardize their ability to remain in their home. Low-income elderly and/or disabled clients are likely to become eligible for more costly long-term care services in traditional nursing homes or community based care programs.

Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractor were beneficial to the State and the client by enabling the client to remain in their home and community and to remain independent based on the federal sourcing requirements. Data from various sources including, but not limited to, contractor reporting, site reviews, and data available through information technology will be utilized to determine if the contractor is meeting the performance measures. Bureau of Elderly and Adult Services expects one hundred percent compliance.

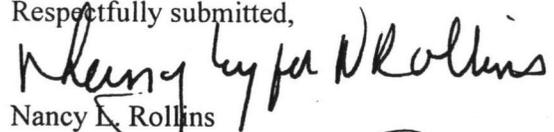
Area served: See attached list of towns/cities served.

Sources of Funds: 53.59% Federal (Administration on Aging and Social Services Block Grant) and 46.41% General Funds.

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

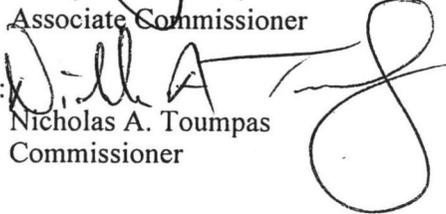
His Excellency, Governor John H. Lynch
and the Honorable Executive Council
May 23, 2011
Page 3

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner