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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



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

February 15, 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 to amend an agreement with Community Action Program Belknap-Merrimack Counties, Inc., (Purchase Order #1016786), (Vendor #177203 B003), PO Box 1016, 2 Industrial Park Drive, Concord, NH, 03301, increasing the Price Limitation by \$6,264.00 from \$2,101,856.00 to \$2,108,120.00 to provide Special Supplemental Nutrition Program for Women, Infants, and Children and Commodity Supplemental Food Program nutrition services, Breastfeeding Peer Counseling Program services, effective February 6, 2013 or the date of Governor and Council approval, whichever is later. This agreement was originally approved by Governor and Council on June 8, 2011, Item #91 and amended on January 25, 2012, Item #31, and on June 6, 2012, Item #65. Funds are available in the following account(s) for SFY 2013.
100% FED

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

Table with 7 columns: Fiscal Year, Class/Object, Class Title, Job Number, Current Modified Budget, Increased (Decreased) Amount, Revised Modified Budget. It lists contract details for SFY 2012 and a sub-total.

SFY 2013	102-500734	Contracts for Prog Svc	90006001	46,310.00	6,264.00	52,574.00
SFY 2013	102-500734	Contracts for Prog Svc	90006002	39,074.00	0	39,074.00
SFY 2013	102-500734	Contracts for Prog Svc	90006003	416,793.00	0	416,793.00
SFY 2013	102-500734	Contracts for Prog Svc	90006004	221,421.00	0	221,421.00
SFY 2013	102-500734	Contracts for Prog Svc	90006007	198,391.00	0	198,391.00
SFY 2013	102-500734	Contracts for Prog Svc	90006022	49,336.00	0	49,336.00
SFY 2013	102-500734	Contracts for Prog Svc	90006041	64,334.00	0	64,334.00
			Sub-Total	\$1,035,659.00	\$6,264.00	\$1,041,923.00

05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION  
PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2012	102-500734	Contracts for Prog Svc	90023000	1,822.00	0.00	1,822.00
SFY 2013	102-500734	Contracts for Prog Svc	90023000	0.00	0.00	0.00
			Sub-Total	\$1,822.00	\$0.00	\$1,822.00

05-95-90-902010-6048 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES,  
WIC INFRASTRUCTURE

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2012	102-500734	Contracts for Prog Svc	90006060	24,232.00	0	24,232.00
SFY 2013	102-500734	Contracts for Prog Svc	90006060	100.00	0	100.00
			Sub-Total	\$24,332.00	\$0	\$24,332.00
			Total	\$2,101,856.00	\$6,264.00	\$2,108,120.00

### **EXPLANATION**

Funds in this amendment will be used to support travel expenses for Susan Wnuk, Community Action Program Belknap-Merrimack Counties, Inc., Director of the Women, Infants and Children Program, who has been elected to the National WIC Association's Board of Directors. The National WIC Association is the non-profit education arm and advocacy voice of the Special Supplemental Nutrition Program for Women, Infants and Children Program, representing over 9 million mothers and young children served by the Program and the 12,000 service provider Agencies who are the front lines of public health nutrition services for the nation's nutritionally at-risk mothers and young children.

The National WIC Association's Board meets three (3) times a year. Ms. Wnuk will attend two meetings.

Should Governor and Executive Council not authorize this Request, New Hampshire will miss an important opportunity to have a voice on the national level in decisions that may impact our residents.

A Request for Proposals for statewide services was posted on the Department of Health and Human Services website from December 2, 2010 through January 2, 2011. In addition an email was sent on December 2, 2010, to potential bidders advising them of the Request for Proposals posting. Five non-competing bids were received for five of the six designated service delivery areas. The Request for Proposals was posted a second time by the Department of Health and Human Services from January 27, 2011 through February 25, 2011 for services to be provided in the remaining service delivery area covering Coos, and Upper Grafton Counties. As a result two proposals were submitted, one from the Community Action Program of Belknap and Merrimack Counties, Inc. and the other from the North Country Health Consortium, Inc.

There were no competing proposals received for the provision of services for the Belknap, Merrimack and upper Grafton Counties service area.

North Country Health Consortium, Inc., Whitefield, NH scored 73.00 out of 100 points. The Community Action Program of Belknap and Merrimack Counties, Inc., Concord, NH scored 90.30 out of 100 points and was selected. Scoring summaries are attached.

#### **The contractor shall meet the following performance measures:**

- Serve at least 95%-105% of the contracted participant caseload for the Women, Infants and Children Nutrition Program in SFY 2012 and SFY 2013.
- Serve at least 95% of the contracted participant caseload for the Commodity Supplemental Food Program in SFY 2012 and SFY 2013.
- Meet all Federal requirements for the safe storage and handling of commodity supplemental foods.
- Increase the percent of eligible prenatal clients enrolled in the Women, Infants and Children Program by the 14<sup>th</sup> week of pregnancy in SFY 2012 and SFY 2013.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
February 15, 2013  
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Area served: Belknap, Coos, Grafton and Merrimack Counties.

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

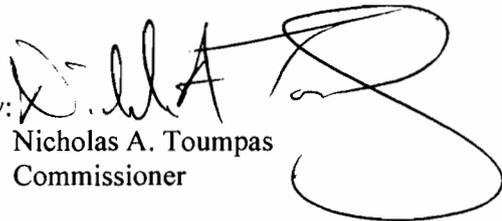
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner

JTM/MM/pep

Program Name  
 Contract Purpose  
 RFP Score Summary

NH Division of Public Health Services  
 Re-Bid for WIC, CSFP, Breastfeeding Peer Counseling, Immunization for Services in Coos and Northern Grafton Counties

	Community Action Program of Belknap & Merrimack Counties, Inc., Concord, NH	North Country Health Consortium, Inc., Littleton, NH					
Max Pts	40	28.60					
Bidder Experience & Capacity	40	28.70					
Plan of Operation	15	11.00					
Workplan	5	4.70					
Format	100	73.00					
<b>Total</b>							

<b>BUDGET REQUEST</b>							
Year 01							
Year 02							
Year 03							
<b>TOTAL BUDGET REQUEST</b>							
<b>BUDGET AWARDED</b>							
Year 01							
Year 02							
Year 03							
<b>TOTAL BUDGET AWARDED</b>							

	Name	Job Title	Dept/Agency	Qualifications
1	A. Barone	Chief	Rhode Island WIC Program	All reviewers have between four and twenty-six years experience working in the public health setting at the State and local levels. All have experience in nutrition, health, and diabetes programs, including WIC and breastfeeding programs. All have degrees in nutrition and one in human services, and all have prior experience in reviewing proposals.
2	K. Flynn	Nutritionist	Formerly with Division of Public Health Ser.	
3	M. Lara	Health Promotion Advisor III	Division of Public Health Services	
4				
5				
6				
7				
8				
9				
10				

Program Name NH Division of Public Health Services  
 Contract Purpose WIC, CSFP, Breastfeeding Peer Counseling, Immunization  
 RFP Score Summary

	Max Pts	Community Action Program of Belknap & Merrimack Counties, Inc., Concord, NH	Goodwin Community Health (formerly Avis Goodwin Health Center), Rochester, NH	Rockingham Community Action, Portsmouth, NH	Southern New Hampshire Services, Inc., Manchester, NH	Southwestern Community Services, Inc., Keene, NH
<b>RFA/RFP CRITERIA</b>						
Bidder Experience & Capacity	40	39.25	35.25	33.00	32.50	30.25
Plan of Operation	40	38.75	32.25	35.75	28.75	26.75
Workplan	15	14.50	11.00	10.25	10.50	7.25
Format	5	5.00	4.75	4.75	4.00	3.25
Total	100	97.50	83.25	83.75	75.75	67.50

<b>BUDGET REQUEST</b>						
Year 01						
Year 02						
Year 03						
<b>TOTAL BUDGET REQUEST</b>		1,606,272.00	964,992.00	872,564.00	2,312,098.00	694,832.00
<b>BUDGET AWARDED</b>						
Year 01						
Year 02						
Year 03						
<b>TOTAL BUDGET AWARDED</b>		1,606,272.00	964,992.00	872,564.00	2,312,098.00	694,832.00

	Name	Job Title	Dept/Agency	Qualifications
1	M. Lara	Health Promotion Advisor III	Division of Public Health Services	All reviewers have between five and
2	A. Knight	Public Health Nurse Consultant	Division of Public Health Services	twenty-five years experience working in
3	F. McLaughlin	WIC Nutrition Consultant	Division of Public Health Services	public health setting at the State and local
4	M. Murphy	Administrator II	Division of Public Health Services	levels in New Hampshire. All have
5	L. Richards	Program Planner III	Division of Public Health Services	management experience in nutrition,
6	L. Sirosi	Health Promotion Advisor III	Division of Public Health Services	health, and diabetes programs, including
7				WIC and breastfeeding programs. All have
8				degrees in nutrition, nursing, human
9				services, or public health, and have been
10				involved in reviewing proposals in the
				Division of Public Health Services.

**AMENDMENT Three**

This agreement (hereinafter called the “Amendment Three” dated this 25th day of January, 2013 is by 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 1016786 (Vendor #177203 B003), 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 June 8, 2011, Item #91, and amended on January 25, 2012, Item #31, and amended on June 6, 2012, Item #65, 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 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 Executive Council;

**WHEREAS**, the Contractor 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 \$6,264.00 from \$2,101,856.00 to \$2,108,120.

Funding in the amount of \$6,264.00 is available from 010-090-5260-102-500374, 100% Federal Funds, from the United States Department of Agriculture, CFDA #10.557.

**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.

Contractor Initials: AE  
Date: 1/25/13

The attached Exhibit A-2 revokes and replaces the original Exhibit A.

Exhibit B -- Contract Price

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

The contract price shall increase by \$6,264.00 for SFY 2013. The contract shall total \$2,108,120.00 for the contract term.

2. **Effective Date of Amendment:**

This Amendment shall take effect on February 6, 2013 or the date of Governor and Council approval, whichever is later.

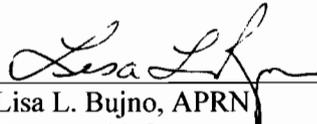
3. **Continuance of Agreement:**

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.

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**

By:  2/22/13 Date  
Lisa L. Bujno, APRN  
Bureau Chief

Ralph Littlefield, Executive Director

By:  1/25/13 Date  
Name and Title of Contractor Signator  
Community Action Program  
Belknap-Merrimack Counties, Inc.  
Legal Name of Agency

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

On this the 25th day of January 2013, before me, Elaine N. Roundy,  
*(name of notary)*  
the undersigned officer, Ralph Littlefield personally appeared who acknowledged him/herself  
*(contract signatory)* Community Action Program  
to be the Executive Director of the Belknap-Merrimack Counties, Inc.,  
*(signatory's title)* *(legal name of agency)*  
a corporation, and that he/~~she~~, as such Executive Director, being authorized so to do,  
*(signatory's title)*  
executed the foregoing instrument for the purposes therein contained, by signing the name of the  
Community Action Program  
corporation by him/~~hers~~self as Executive Director of the Belknap-Merrimack Counties, Inc.,  
*(signatory's title)* *(legal name of agency)*  
In witness whereof I hereunto set my hand and official seal.

Elaine N. Roundy  
Notary Public/Justice of the Peace

My Commission expires:

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

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: Janne P. Herrick  
*(Signature)*  
Assistant Attorney General

Date: 4 Mar. 2013

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of  
New Hampshire at the Meeting on: \_\_\_\_\_.

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_

NH Department of Health and Human Services

Exhibit A-2

Scope of Services

*WIC, CSFP, Breastfeeding Peer Counseling, and Immunization*

**CONTRACT PERIOD: Date of G&C approval.**

**CONTRACTOR NAME: Community Action Program of Belknap & Merrimack Counties, Inc.**

**ADDRESS: 2 Industrial Park Drive, PO Box 1016, Concord, NH 03302-1016**

**Director, Community Health & Nutrition Services: Susan Wnuk**  
**TELEPHONE: 603-225-2050 or 800-578-2050**

**The Contractor shall:**

1. During the period of the contract, the Contractor shall provide benefits and services as follows:

1.1 Culturally and Linguistically Appropriate Standards of Care

The Division of Public Health Services recognizes that culture and language have considerable impact on how consumers access and respond to public health services. Culturally and linguistically diverse populations experience barriers in efforts to access health services. To ensure equal access to quality health services, the Division expects that providers and organizations will provide culturally and linguistically appropriate services according to the following guidelines:

- a. Assess the ethnic/cultural needs, resources and assets of their community.
- b. Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.
- c. When feasible and appropriate, provide clients of minimal English skills with interpretation services.
- d. Offer consumers a forum through which clients have the opportunity to provide feedback to providers and organizations regarding cultural and linguistic issues that may deserve response.

1.2 The Contractor shall provide Special Supplemental Nutrition Program for Women, Infants, and Children (hereinafter referred to as WIC) benefits to or 4,742 participants (hereinafter called the WIC Contracted Caseload) each month.

1.3 The Contractor shall provide Breastfeeding Peer Counseling services to all WIC-enrolled pregnant and breastfeeding women.

1.4 The Contractor shall provide Commodity Supplemental Food Program (hereinafter referred to as the CSFP) benefits to or 2,173 (hereinafter called the CSFP Contracted Caseload) participants each month.

Contractor Initials: R.A.  
Date: 1/25/13

- 1.5 The Contractor shall adhere to all rules promulgated by the U.S. Department of Agriculture (hereinafter referred to as USDA) governing the WIC Program, the Breastfeeding Peer Counseling Program, and the Commodity Supplemental Food Program, as well as the New Hampshire Consolidated WIC/CSFP State Plan and the NH Administrative Rules.
- 1.6 The Contractor shall adhere to USDA Office of Civil Rights policies, including insertion of the non-discrimination statement on all outreach and program materials.
2. The Contractor shall be responsible for the on-going recruitment of participants, which shall include, at a minimum:
  - 2.1 use of local media;
  - 2.2 distribution of informational booklets and referral materials;
  - 2.3 coordination with other health and social service agencies;
  - 2.4 maintenance of participant waiting list, if appropriate and;
  - 2.5 specific activities to foster enrollment early in pregnancy.
3. The Contractor shall make provisions to accommodate the access needs of working families as outlined in the NH Consolidated WIC/CSFP State Plan.
  - 3.1 The Contractor shall limit the number of remote clinic sites to locations with a minimum of 25 enrolled participants.
4. The Contractor shall certify the eligibility of individuals making application for benefits in accordance with procedures contained in the NH Consolidated WIC/CSFP State Plan, using residence, categorical, income, and nutritional risk criteria provided by the State for the Program for which application is made.
  - 4.1 The Contractor shall utilize standardized NH WIC Program Certification forms.
  - 4.2 The Contractor shall utilize the StarLINC management information system for certification and recertification of all eligible WIC/CSFP applicants.
5. The Contractor shall make referrals to Medicaid/Healthy Kids and the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as the Food Stamp Program.
6. The Contractor shall make referrals of applicants and participants to health, social, and economic assistance agencies according to the needs of the individuals.
7. The Contractor shall make nutrition education available to each WIC and CSF Program participant according to individual needs.
  - 7.1 The Contractor shall assure that nutrition services for high-risk participants are only provided by a qualified nutritionist, as defined in the New Hampshire Consolidated WIC/CSFP State Plan.
  - 7.2 The Contractor shall provide nutrition care plans to all high-risk participants and to other participants upon request.
  - 7.3 The Contractor shall provide breastfeeding peer counseling services to all pregnant and breastfeeding women and infants in accordance with State policies.
8. The Contractor shall provide participants with an explanation of why they have been certified, why certain foods are being prescribed, and the methods for properly obtaining these foods.

9. The Contractor shall provide food instruments only for those foods from the Approved Foods list, and only in quantities of those foods, as are appropriate for the nutritional need of each participant. Under no circumstances shall the Contractor provide foods or food benefits in quantities greater than those allowed by the Federal Regulations governing the Program in which the participant is enrolled, or those specified in the NH WIC/CSFP State Plan.
  - 9.1 The Contractor shall provide WIC food instruments to participants using a retail food system. The Contractor shall also provide a current Approved Foods List, a list of currently authorized retail vendors in the Contractor service area, and instructions and assistance on the redemption of WIC Program food instruments.
  - 9.2 The Contractor shall provide CSFP commodity foods to participants using a direct distribution system. The Contractor shall also provide information and instructions on the preparation of commodity foods.
10. The Contractor shall maintain all signed WIC Program voucher stubs and CSFP Food issuance registers for a period not less than three years following the period of the contract in which the WIC Program food instruments or CSFP food package was issued.
11. The Contractor shall terminate from the Program participating individuals who have enrolled for the maximum period of time specified by the Federal Regulations governing the WIC or CSF Program or who fail to participate for two consecutive months. Individuals being suspended or terminated prior to the expiration of the present period of eligibility certification shall be given written notice of impending termination on forms provided by the State and the opportunity to request a Fair Hearing. The Contractor shall provide at least 15 days' oral or written notice of the expiration of the current benefit period.
12. The Contractor shall provide individuals who are denied participation with a written explanation on forms provided by the State for the denial of eligibility and shall provide such individuals with the opportunity to request a Fair Hearing regarding the reason for denial.
13. At the direction of the State, the Contractor shall take administrative action against participants found to be abusing Program benefits. Persons found to be participating in both the WIC Program and the CSF Program, or in two WIC or CSF Programs provided by different Contractors shall be immediately terminated from one Program.
14. The Contractor shall assure that appropriate administrative and/or professional staff attends nutrition education and administrative meetings and in-service sessions provided by State staff as required.
15. The Contractor shall make adjustments to the provision of services as necessary to ensure compliance with changes in the Federal Regulations governing the WIC Program or the CSFP that may occur during the period of the contract.
16. At the time each certification or voucher issuance appointment is made, the Contractor shall request that parents or guardians show a government-issued picture ID.
17. At the time the certification appointment is made, the Contractor shall request that parents or guardians bring immunizations records of children aged 24 months or younger.
  - 17.1 At the time of WIC Program certification, the Contractor shall review immunization records of children aged 24 months or younger and record the immunization status in StarLINC, the WIC MIS system.
  - 17.2 There shall be no loss of WIC Program benefits or required follow-up by the Contractor if the immunization records are not produced.

BFPC Responsibilities:

18. The local agency shall administer a breastfeeding peer counseling program that is consistent with the US Department of Agriculture Food and Nutrition Service Loving Support model.
19. The local agency shall adhere to staffing standards and training expectations per State and federal requirements.
20. The local agency shall work in coordination with the State Agency to assure breastfeeding peer counseling is a core and standard WIC service for all pregnant and breastfeeding women.

CSFP Responsibilities:

21. CSFP commodity foods shall be requested and accepted only in such quantities as can and will be used in accordance with the rates and recommended period of utilization designated by the State. Commodities shall not be sold, exchanged or otherwise disposed of without the specific written consent of the State. However, commodities may be transferred between Contractors upon the authorization of the State if determined to be in the best interest of the CSF Program.
22. Adequate facilities and personnel shall be provided by the Contractor for the proper care, handling, storage and distribution of commodities to properly safeguard against theft, spoilage, and other loss in accordance with federal and State statutes and rules. Failure to provide such care will require full restitution to and as determined by the State.
23. Commodities found to be damaged or out of condition and determined to be unfit for human consumption by Federal, State or local health officers or by other competent persons, shall be disposed of only in accordance with instructions from the State.
24. All books and records pertaining to the receipt and use of commodities shall be kept for a period of three years from the close of the federal fiscal year to which they pertain.
25. The State and the U.S. Department of Agriculture reserve the right to inspect commodities in storage, the facilities used for storing such commodities and all records and reports pertaining to the distribution of commodities at any reasonable time.

CSFP Warehouse Responsibilities:

26. The Contractor agrees to promptly pay such reasonable service charges as are assessed by USDA, the State, or private shippers to cover storage, processing, handling and delivery costs for which they are responsible. All funds accruing from the sale of containers, salvage of commodities, reimbursement from insurance, or recoveries from loss or damage claims shall be used to either replace lost food, reimburse the U.S. Department of Agriculture, or used for allowable program costs of the State commodity program in accordance with applicable Federal regulations and instructions, and according to the direction and approval of the State.
27. Shortages in or damages to commodities received from USDA must be immediately reported to the State if the amount exceeds 5% of the total shipment. All other loss and damage to commodities or complaints shall be reported at least monthly to the State. Upon an event creating a claim in favor of the Contractor from loss or damage of commodities caused by warehouse staff, a carrier or other person, the Contractor shall take all necessary action to obtain restitution. All amounts collected by such action shall be reported to and used only in accordance with instructions from the State.

28. The Contractor assures the State that in its administration of Food Distribution Programs, it will comply with all requirements imposed by or pursuant to Part 15, Subpart A of Title 7, CFR, of the regulations of the US Department of Agriculture including amendments thereto after the date of this agreement. Federal food assistance is extended in reliance on the representations made herein.
29. The State reserves the right to discontinue immediately further shipments of United States Department of Agriculture donated foods to a Contractor who fails to comply with the general intents and purposes set forth in this agreement or any instructions issued pursuant thereto.

WIC, BFPC & CSFP Administrative Responsibilities:

30. The Contractor shall maintain a competent and adequate level of staffing and strive to achieve the following WIC and BFPC recommended staffing levels. The ratio of the number of participants to staff allows for assurance that WIC services are being provided in a consistent manner statewide while meeting quality nutrition services standards. Professionally qualified and credentialed nutrition and breastfeeding staff assures that nutrition assessment and education and breastfeeding counseling is based on sound science and adheres to USDA nutrition and breastfeeding standards.
  - 30.1 A recommended ratio of 350-400 participants to one FTE staff person.
  - 30.2 A recommended ratio of 750-800 participants to one FTE nutritionist.
  - 30.3 The local agency shall have a registered dietitian (RD) on staff or develop a written contract with a local community health center or hospital for consultation services by a registered dietitian. Best practice is that the WIC nutrition coordinator is a registered dietitian.
  - 30.4 The local agency shall have a certified lactation counselor (CLC) on staff. As new breastfeeding coordinators are hired at the local agency, the applicant shall be a certified lactation counselor or attend a national training within 12 months to become a certified lactation counselor. Best practice is that the WIC breastfeeding coordinator is an international board certified lactation consultant (IBCLC).
31. The Contractor shall not attempt to access, alter, or otherwise modify networks, software, equipment, or data provided by the State for the purpose of delivering WIC, BFPC, CSFP services without specific written approval from the State.
  - 31.1 The Contractor shall assure the physical security of all hardware, software and data used in the delivery of WIC/BFPC/CSFP services. This shall include secure storage when not in use or under visual control, use of password controls, and maintenance of insurance on all computer hardware, including portable equipment in transit to or at clinic sites.
32. The Contractor shall comply with minor modifications and/or additions to the work plan and annual report format as requested by the Bureau of Population Health and Community Services, Health Eating and Physical Activity Section. The Bureau will provide the Contractor with advance notice of such changes and the Contractor is not expected to incur any substantial costs relative to such changes.
33. The Contractor shall conduct special projects as appropriate funding is received from the US Department of Agriculture.

34. The Contractor shall complete a quarterly time study of all WIC/CSFP staff utilizing forms and instructions provided by the State Agency.
35. The Contractor understands and agrees to this scope of services to be completed in the contract period. In the event the agency is having trouble fulfilling this contract we will contact the Healthy Eating and Physical Activity Section immediately for additional guidance.
36. The Contractor shall allow the local agency WIC Director and key WIC staff to serve on national boards and committees that meet the goals and mission of the WIC Program. Expenses incurred for attendance at these meeting shall be covered as appropriate funding is received from the US Department of Agriculture.

# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that 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 2<sup>nd</sup> day of April A.D. 2012

A handwritten signature in black ink, appearing to read "William M. Gardner".

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 certify that:

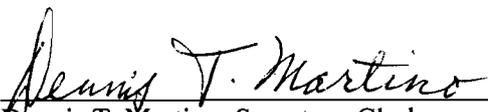
1. I am the duly elected Secretary-Clerk of the Community Action Program Belknap-Merrimack Counties, Inc.;
  
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Community Action Program Belknap-Merrimack Counties, Inc., duly held on September 20, 2012; (See attached)

RESOLVED: That this corporation may enter into any and all contracts, amendments, renewals, revisions or modifications thereto, with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Public Health Services.

RESOLVED: That the Executive Director is hereby authorized on behalf of this corporation to enter into said contracts with the State, and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he may deem necessary, desirable, or appropriate. Ralph Littlefield is the duly elected Executive Director of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of January 25, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary-Clerk of the corporation this 25th day of January, 2013.

  
\_\_\_\_\_  
Dennis T. Martino, Secretary-Clerk

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

The foregoing instrument was acknowledged before me this 25th day of January, 2013 by Dennis T. Martino.

  
\_\_\_\_\_  
Notary Public/~~Justice of the Peace~~  
My Commission Expires:

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

COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.

**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:*

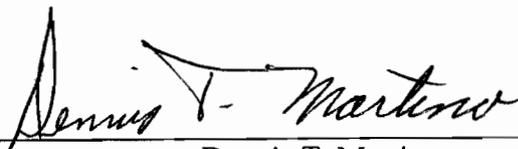
- Department of Administrative Services for food distribution programs
- Department of Education for nutrition programs
- Department of Health and Human Services
  - Bureau of Elderly and Adult Services for elderly programs
  - Bureau of Homeless and Housing Services for homeless/housing programs
  - 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.

January 25, 2013

Date



Dennis T. Martino  
Secretary/Clerk

SEAL



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/10/2012

PRODUCER (603) 669-3218 FAX: (603) 645-4331  
Ferdinando Insurance Assoc. Inc.  
Laura Perrin  
637 Chestnut Street  
Manchester NH 03104

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

### INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Philadelphia Ins Co

INSURER B: Liberty Mutual Ins Co

INSURER C: Hanover Insurance Co

18058

INSURER D: N.H.M.M. JUA

INSURER E:

INSURED  
Community Action Program  
Belknap-Merrimack Counties Inc.  
P.O. Box 1016  
Concord NH 03302

### COVERAGES

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

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<b>GENERAL LIABILITY</b>	PHPK735506	6/17/2012	6/17/2013	EACH OCCURRENCE \$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		<b>AUTOMOBILE LIABILITY</b>	PHPK735506	6/17/2012	6/17/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> HIRED AUTOS				
		<input type="checkbox"/> NON-OWNED AUTOS				
		<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
						AUTO ONLY: AGG \$
A		<b>EXCESS / UMBRELLA LIABILITY</b>	PHUB348972	6/17/2012	6/17/2013	EACH OCCURRENCE \$ 5,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 5,000,000
		<input type="checkbox"/> DEDUCTIBLE				\$
		<input checked="" type="checkbox"/> RETENTION \$ 10,000				\$
B		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	WCJZ91446010011	6/17/2012	6/17/2013	E.L. EACH ACCIDENT \$ 500,000
		Y/N <input checked="" type="checkbox"/> N				E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
A		<b>OTHER Directors &amp; Officers</b>	PHSD727025	4/1/2012	4/1/2013	\$1,000,000
C		<b>Blanket Crime</b>	BDV1649128	3/27/2012	3/27/2013	400,000
D		<b>Professional</b>	NHJUA11882	12/30/2011	12/30/2012	1,000,000

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

### CERTIFICATE HOLDER

Director  
Div of Public Health SVCS  
NH DHHS  
29 Hazen Drive  
Concord, NH 03301-6504

### CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Laura Perrin/KS5

**COMMUNITY ACTION PROGRAM**  
**BELKNAP - MERRIMACK COUNTIES, INC.**

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

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.

*Leone, McDonnell & Roberts  
Professional Association*

August 21, 2012  
Concord, New Hampshire

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

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

	<u>2012</u>	<u>2011</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 2,114,892	\$ 1,424,147
Accounts receivable	3,431,173	4,626,352
Prepaid expenses	<u>438,993</u>	<u>403,639</u>
Total current assets	<u>5,985,058</u>	<u>6,454,138</u>
<b>PROPERTY</b>		
Land and buildings	4,619,289	4,619,289
Equipment	<u>5,909,477</u>	<u>5,851,172</u>
	10,528,766	10,470,461
Less accumulated depreciation	<u>(5,492,531)</u>	<u>(5,368,125)</u>
Property, net	<u>5,036,235</u>	<u>5,102,336</u>
<b>OTHER ASSETS</b>		
Investments	74,291	67,929
Due from related party	<u>139,441</u>	<u>139,441</u>
Total other assets	<u>213,732</u>	<u>207,370</u>
<b>TOTAL ASSETS</b>	<u>\$ 11,235,025</u>	<u>\$ 11,763,844</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Current portion of notes payable	\$ 122,029	\$ 132,907
Accounts payable	2,442,548	2,555,156
Accrued expenses	1,149,313	996,135
Refundable advances	<u>1,504,542</u>	<u>1,750,219</u>
Total current liabilities	5,218,432	5,434,417
<b>LONG TERM LIABILITIES</b>		
Notes payable, less current portion shown above	<u>1,871,566</u>	<u>1,991,881</u>
Total liabilities	<u>7,089,998</u>	<u>7,426,298</u>
<b>NET ASSETS</b>		
Unrestricted	3,127,371	3,369,797
Temporarily restricted	<u>1,017,656</u>	<u>967,749</u>
Total net assets	<u>4,145,027</u>	<u>4,337,546</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 11,235,025</u>	<u>\$ 11,763,844</u>

See Notes to Financial Statements

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

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

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Total</u>	<u>2011 Total</u>
<b>REVENUES AND OTHER SUPPORT</b>				
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
	<u>26,124,801</u>	<u>2,485,991</u>	<u>28,610,792</u>	<u>32,725,402</u>
Total revenues and other support				
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	<u>2,436,084</u>	<u>(2,436,084)</u>		
Total	<u>28,560,885</u>	<u>49,907</u>	<u>28,610,792</u>	<u>32,725,402</u>
<b>EXPENSES</b>				
Compensation	9,208,281		9,208,281	9,383,940
Payroll taxes and benefits	2,305,424		2,305,424	2,201,820
Travel	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		1,143,537	1,886,923
	<u>28,803,311</u>	<u></u>	<u>28,803,311</u>	<u>31,723,622</u>
Total expenses				
<b>CHANGES IN NET ASSETS</b>	(242,426)	49,907	(192,519)	1,001,780
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u>3,369,797</u>	<u>967,749</u>	<u>4,337,546</u>	<u>3,335,766</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 3,127,371</u>	<u>\$ 1,017,656</u>	<u>\$ 4,145,027</u>	<u>\$ 4,337,546</u>

See Notes to Financial Statements

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

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

	<u>2012</u>	<u>2011</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (192,519)	\$ 1,001,780
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
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:		
Accounts payable	(112,608)	(471,961)
Accrued expenses	153,178	12,052
Refundable advances	(245,677)	97,187
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>1,272,754</u>	<u>1,720,528</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Additions to property	(464,455)	(1,368,038)
Investment in partnership	(6,362)	(8,281)
Proceeds from sale of property	20,000	13,000
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(450,817)</u>	<u>(1,363,319)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of long term debt	(131,193)	(147,973)
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<u>(131,193)</u>	<u>(147,973)</u>
<b>NET INCREASE IN CASH</b>	690,744	209,236
<b>CASH BALANCE, BEGINNING OF YEAR</b>	<u>1,424,148</u>	<u>1,214,911</u>
<b>CASH BALANCE, END OF YEAR</b>	<u>\$ 2,114,892</u>	<u>\$ 1,424,147</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid during the year for interest	<u>\$ 122,905</u>	<u>\$ 132,739</u>

See Notes to Financial Statements

**COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.**

(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](http://www.bm-cap.org)

## BOARD OF DIRECTORS

	<u>Term Expires</u>
Sara A. Lewko, <i>President</i>	Indefinite
Charles Russell, Esq., <i>Vice-President</i>	3/2014
Dennis Martino, <i>Secretary-Clerk</i>	3/2014
Kathy Goode, <i>Treasurer</i>	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

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**ALTON**  
Elderly.....875-7102  
Prospect View Housing .....875-3111

**BELMONT**  
Elderly.....267-9867  
Heritage Terr. Housing.....267-8801

**BRADFORD**  
Elderly.....938-2104

**CONCORD**  
Center.....225-6880  
Head Start/EHS.....224-6492  
Elderly.....225-9092  
Concord Area Transit.....225-1989  
Horseshoe Pond Place .....228-6956  
WIC/CSFP.....225-2050  
Workplace Success.....223-2305

**EPSOM**  
Meadow Brook Housing ...736-8250

**FRANKLIN**  
Center.....934-3444  
Head Start.....934-2161  
Elderly.....934-4151  
Family Planning.....934-4905  
STD/HIV Clinics.....934-4905  
Riverside Housing.....934-5340

**KEARSARGE VALLEY**  
Center.....456-2207  
Head Start.....456-2208  
Kearsarge Housing.....456-3398

**LACONIA**  
Center.....524-5512  
Head Start.....528-5334  
Early Head Start.....528-5334  
Elderly.....524-7689  
Family Planning.....524-5453  
Prenatal.....524-5453  
STD/HIV Clinics.....524-5453  
Winnepesaukee Transit.....528-2496

**MEREDITH**  
Center.....279-4096  
Elderly.....279-5631

**OSSIPEE**  
Family Planning.....539-7552  
Prenatal.....539-7552  
STD/HIV Clinics.....539-7552

**PEMBROKE**  
Pembroke Housing.....485-1842

**PITTSFIELD**  
Elderly.....435-8482  
Head Start.....435-6618  
Early Head Start.....435-6611

**PLYMOUTH**  
Family Planning.....536-3584  
STD/HIV Clinics.....536-3584

**SUNCOOK**  
Center.....485-7824  
Elderly.....485-4254

# 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.

**Name of Bureau/Section:** Bureau of Population Health & Community Services, Healthy Eating & Physical Activity

BUDGET PERIOD:	SFY 13	July 1, 2012 - June 30, 2013	
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	\$116,284	0.00%	\$0.00
Brian Hoffman - Deputy Director	\$103,940	0.00%	\$0.00
Susan Wnuk - Director Community Health & Nutrition Services	\$64,291	58.00%	\$37,288.78
Kristina Thompson - Program Manager	\$44,850	100.00%	\$44,850.00
Jamie Huddleston - Breastfeeding Peer Counselor Program Coordinator/Nutritionist	\$32,619	100.00%	\$32,619.00
Thomas Fritschka - Warehouse Manager	\$36,679	100.00%	\$36,679.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>			<b>\$151,436.78</b>

BUDGET PERIOD:	SFY 13	July 1, 2012 - June 30, 2013	
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			\$0.00
Brian Hoffman - Deputy Director			\$0.00
Susan Wnuk - Director Community Health & Nutrition Services			\$0.00
Kristina Thompson - Program Manager			\$0.00
Jamie Huddleston - Breastfeeding Peer Counselor Program Coordinator/Nutritionist			\$0.00
Thomas Fritschka - Warehouse Manager			\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>			<b>\$0.00</b>

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, **even if no salary is paid from the contract**. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

## RALPH LITTLEFIELD

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

#### January 1980 – Present

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](mailto:Bhoffman@bm-cap.org)**

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### **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
  - Oversee planning, development, implementation and coordination of all program services for multiple programs and clinic locations
  - 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
  - Development and implementation of policies and procedures
  - Responsible for grant management and report preparation
- 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
  - Integrated all program services to provide access to comprehensive care
- 1989-1992**    Director, Family Planning, STD Clinics and HIV counseling and Testing Services
- 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
- Obtained grant funding to initiate development of HIV Counseling and Testing Services
  - Integrated services into Family Planning Clinic
- 1986-1987**    Family Planning Program Director
- Responsible for the overall fiscal, programmatic and personnel management of a Title X funded Family planning program in a three County area.
  - Initiated program development activities and expansion of services
- 1980-1985**    **CONCORD HOSPITAL, CONCORD NEW HAMPSHIRE**  
Social Worker – Social Services Department
- Evaluation of emotional, social and economic stresses of illness.
  - Developed patient care plans including financial assessment, discharge planning needs, home supports, and transfer for patients in maternity/newborn nursery, ICU, nephrology/dialysis, and urology units.
  - Liaison between medical staff, patient, families and community agencies.
  - Coordinated adoptions with public and private organizations.
  - Provided assessments for guardianships hearings.
  - Initiated protective service referrals for infants, children and seniors.
  - Coordinated transfers to skilled, intermediate level nursing homes, group homes, and facilities providing traumatic head injury and spinal cord care.

**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
-

**Kristina L. Thompson**  
Community Action Program Belknap-Merrimack Counties, Inc.  
P.O. Box 1016, Concord, NH 03302-1016  
(603) 225-2050 / [Kthompson@bm-cap.org](mailto:Kthompson@bm-cap.org)

- OBJECTIVE:** To utilize my education and experience to obtain a challenging position in the community setting of health care.
- EDUCATION:** SUNY Morrisville; Morrisville, New York  
-A.A.S. in Nutrition, May 1996 GPA 3.5  
-American Dietetic Association approved practicum.  
450 supervised hours in long term care, hospital, and community nutrition.  
Niagara University; Niagara, New York -B.S. in Travel and Tourism, May. 1992
- WORK EXPERIENCE:**
- 01/08-Current Community Action Program Belknap-Merrimack Counties, Inc. Concord, NH  
**Program Manager**
- Oversee day-to-day operations of WIC/CSFP programs
  - Providing nutritional counseling to individuals and families.
  - Assist with the certification of participants on the WIC program.
  - Develop and organize tri-monthly newsletters and bulletin boards.
  - Assist with implementation of special projects goals and objectives.
  - Coordinate and over see the outreach component for WIC/CSFP/FMNP.
  - Certified Lactation Consultant (CLC)
- 04/06-12/07 Southern N.H. Services, Manchester, NH  
**Nutrition Coordinator, WIC Program**
- Plan and implement annual Nutrition Education Goals and Objectives.
  - Update job descriptions, hire staff and monitor performance, complete annual performance evaluations, provide job training.
  - Develop and implement program procedures and ensure coordination with all staff members.
  - Monitor quality of services to ensure program integrity.
  - Monitor medical supply budget and order supplies as needed.
  - Continue with all WIC Nutritionist/Lead Nutritionist duties stated below.
- 05/05-12/07 Southern N.H. Services, Manchester, NH  
**Breastfeeding Coordinator**
- Responsible for overall WIC Breastfeeding staff.
  - Scheduling and day to day activities and procedures to ensure smooth delivery of the WIC program's Breastfeeding component.
  - Order and maintain breastfeeding supplies and inventories.
  - Act as liaison with state/local WIC, social service, lactation, and medical personnel.
- 02/98-04/06 Southern NH Services, Manchester, NH  
**Nashua Lead WIC Nutritionist**
- Responsible for the overall flow and coordination of the Nashua site nutrition activities.
  - Represent WIC on the Nashua Health Department Lead Program committee.
  - Attend monthly Nashua Immunization Coalition meetings
  - Assist with the certification of WIC clients.
  - Providing nutritional counseling to individual participants.
  - Design and provide nutritional education materials for participant.
  - Edit the WIC newsletter. (until state took over)
- 12/96-02/98 Southern NIL Medical Center, Nashua, NH  
**Nutrition Service Coordinator**
- Obtain nutritional assessment information to identify a level of nutritional risk for the patient.
  - Oversee patient tray-line to ensure accuracy and timely flow of meals.
  - Assist patients with meal selections and made any necessary corrections according to the diet prescribed.
  - Communicate with other medical staff to provide quality service to patients.
- TRAININGS:** Fit WIC, StarLINC, Lactation Counselor Certificate, 18 Hour Peer Counselor, Health Literacy and Plain Language Communication
- VOLUNTEER:** Big Brother Big Sister.

# JAMIE W. HUDDLESTON, IBCLC, RLC

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

## EDUCATION

*Keene State College, Keene, New Hampshire* *May 1998*  
**Bachelor of Science: Home Economics with specialization in *Dietetics*.**  
*Certification with International Board of Lactation Consultant Educators* *July 2006*

## WORK EXPERIENCE

*Nutritionist, Breastfeeding Coordinator* *August 2010- present*  
*Community Action Program, Belknap-Merrimack Counties, WIC & CSFP Program, Concord, New Hampshire*

### Nutritionist:

- Provide nutrition education and counseling to low-income women, infants and children.

### Breastfeeding Coordinator:

- Provide comprehensive breastfeeding promotion and support to mothers.
- Maintain electric breastpump rentals.
- Coordinate and supervise WIC Breastfeeding Peer Counselors.
- Write tri-monthly breastfeeding newsletter article and develop coordinating bulletin board.

*Nutritionist, Office Manager, Breastfeeding Coordinator* *July 2002-August 2010*  
*York County Community Action WIC Program, Sanford, Maine*

### Nutritionist:

- Provide nutrition education and counseling to low-income women, infants and children.
- Perform assessments of diets, and collect anthropometric data and hemoglobin levels.
- Coordinate provision of special infant formula to high risk babies.

### Office Manager:

- Supervise Nutrition Counselors and Clinic Assistants.
- Assist WIC Program Director in hiring, training and performance evaluations of WIC staff.
- Aid in balancing WIC local agency budget and make recommendations for staff merit increases.
- Prepare grants to support existing WIC special projects.

### Breastfeeding Coordinator:

- Provide comprehensive breastfeeding promotion and support to mothers.
- Maintain electric breastpump rentals.

### VENA Committee Member:

- Assist state WIC Nutrition staff in implementing Value Enhanced Nutrition Assessment initiative.
- Help create, write and review VENA policies for local WIC agencies.
- Aided in planning Annual WIC Conference and presented "How to Provide Breastfeeding Management and Support in the First Month".

### Nutrition Task Force Member:

- Assist state WIC Nutrition staff in writing and presenting nutrition education material used for client services in local WIC agencies.

*Nutritionist, Immunization Coordinator, WIC on Wheels Site Coordinator* *July 1998-July 2002*  
*Northern Essex WIC Program, Community Action, Inc. Haverhill, Massachusetts*

### Nutritionist:

- Provide nutrition education and counseling to low-income women, infants and children.
- Perform assessments of diets, and collect anthropometric data and hemoglobin levels.

### Immunization Coordinator:

- Review immunization records of infants to 3 years to bring them up-to-date with CDC guidelines.
- Communicate with physicians to obtain and update immunization records.

- Report to staff percentages of infants and children immunized.

WIC on Wheels Site Coordinator:

- Drove 35-foot customized motor home to provide localized nutrition services to four additional WIC sites.
- Supervised Nurse Practitioner and Program Assistants on those days.
- Responsible for maintenance of the motor home including coordinating major and minor repairs, as well as all regularly scheduled maintenance.

*Program Specialist, Intern*

*Summer 1997*

*United States Department of Agriculture, Food Stamp Program, Boston, Massachusetts*

- Handled food stamp recipient complaints.
- Helped approve nutrition education plans from six state offices.

**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](mailto:TFritschka@bm-cap.org)

**Employment:**

**Warehouse Manager** **05/2008 to present**  
Community Action Program Concord, NH  
Belknap-Merrimack Counties, Inc.

- 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** **03/2005 to 05/2008**  
Concord Motorcycle 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** **03/2004 to 02/2005**  
Belknap Subaru Belmont, NH

- 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**

Freedom Honda Suzuki (No longer in business)

**1996 to 12/2003**

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 turn over of sales opportunities, and the overall efficiency of sales department.

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**Education:**

**Oxbow High School**  
Bradford, VT

**Graduated 1985**

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**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 of Belknap &  
Bidder/Program Name: Merrimack Counties, Inc.

Bureau of Population Health & Community  
Budget Request for: Services  
(Name of RFP)

Budget Period: SFY 13

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 2,264.00	\$ -	\$ 2,264.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 4,000.00	\$ -	\$ 4,000.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
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):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 6,264.00</b>	<b>\$ -</b>	<b>\$ 6,264.00</b>	

Indirect As A Percent of Direct

0.0%

**For DPHS use only**

Maximum Funds Available - (DPHS program to enter total funds available)	\$ 6,264.00
Reconciliation - (this line must be equal to or greater than \$0)	\$ -



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



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

Approved F/C
Date
Approved G&C 6/8/11 #91
Date
Not Approved

May 6, 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 Public Health Services, Bureau of Population Health and Community Services, Healthy Eating and Physical Activity Section, Special Supplemental Nutrition Program for Women, Infants and Children, 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 Women, Infants and Children, Commodity Supplemental Food Program nutrition services and Breastfeeding Peer Counseling Program services, to be effective July 1, 2011 or date of Governor and Council approval, whichever is later, through June 30, 2013 in an amount not to exceed \$2,085,644.00. Funds are anticipated to be available the following accounts in SFY 2012 and SFY 2013 depending upon the availability and continued appropriation of funds in the future operating budgets, 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.

Table with 5 columns: Fiscal Year, Class/Object, Class Title, Job Number, Total Amount. Rows include SFY 2012 entries for Contracts for Prog Svc and a Sub-Total row.

SFY 2013	102-500734	Contracts for Prog Svc	90006001	46,310.00
SFY 2013	102-500734	Contracts for Prog Svc	90006002	39,074.00
SFY 2013	102-500734	Contracts for Prog Svc	90006003	416,793.00
SFY 2013	102-500734	Contracts for Prog Svc	90006004	221,421.00
SFY 2013	102-500734	Contracts for Prog Svc	90006007	209,931.00
SFY 2013	102-500734	Contracts for Prog Svc	90006022	49,336.00
SFY 2013	102-500734	Contracts for Prog Svc	90006041	54,334.00
			Sub-Total	\$1,037,199.00

05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION PROGRAM.

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 2012	102-500734	Contracts for Prog Svc	90023000	5,623.00
SFY 2013	102-500734	Contracts for Prog Svc	90023000	5,623.00
			Sub-Total	\$11,246.00
			Total	\$2,085,644.00

Funds in this agreement are to be used by Community Action Program of Belknap and Merrimack Counties, Inc. to provide direct nutrition services monthly to 7,326 low to moderate income pregnant women, new mothers, infants, preschool children and seniors 60 years and older in Belknap, Coos, Grafton, and Merrimack Counties. Services will include nutrition assessment, nutrition education and supplemental foods to meet nutrition deficiencies, breastfeeding support and referrals to other community services.

The Women, Infants and Children Nutrition Program has been shown to be effective in improving the health of pregnant women, new mothers and their infants. Numerous national studies have shown that women who participate in the Women, Infants and Children Program during their pregnancies have lower Medicaid costs for themselves and their babies. Women, Infants and Children participation is also linked with healthier pregnancies, fewer low birth weight babies, improved immunization rates and a more regular source of medical care. Additionally, the Women, Infants, Children, and Commodity Supplemental Food Programs have been shown to be cost-effective in improving the health and nutritional status of low-income women, infants, children and seniors.

Federal regulation requires that the Women, Infants and Children Program be provided statewide. The intent of this regulation is to reduce the barriers to receive services for the clients. Many of the clients in this program have no or limited access to transportation and getting to Concord would pose a hardship.

Should Governor and Council determine to not authorize this request the federal regulations would not be met and 7,326 clients in Belknap, Coos, Grafton, and Merrimack Counties would not have the benefit of these nutrition services to improve their health. Funds would be returned to the United States Department of Agriculture.

A Request for Proposals for statewide services to be delivered in six designated service delivery areas was posted on the Department of Health and Human Services web site December 2, 2010. In addition, an email was sent on December 2, 2010 to potential bidders advising them of the Request for Proposals posting. Five (5) non-competing bids were received for five of the six designated service delivery areas. The Request for Proposals was posted a second time on January 27, 2011 for services to be provided in the remaining service delivery area covering, Coos, and Upper Grafton, Counties. As a result two proposals were submitted, one from the Community Action Program of Belknap and Merrimack Counties, Inc. and the other from the North Country Health Consortium, Inc.

The Community Action Program of Belknap and Merrimack Counties, Inc. submitted two winning proposals. One for the Belknap, Merrimack and southern Grafton Counties service area for which no other proposal was received and one for the Coos and northern Grafton Counties service area for which one other proposal was received. This Request is for approval of an agreement for the provision of services in both service areas.

There were no competing proposals received for the provision of services for the Belknap, Merrimack and southern Grafton Counties service area. Six evaluators from within the Department of Health and Human Services working in teams of four (4) reviewed all the non-competing proposals. The proposal submitted by the Community Action Program of Belknap and Merrimack Counties, Inc. received a favorable summary score of 97.5 out of 100. All reviewers have between five (5) and twenty-five (25) years experience working in the public health setting at the State and local levels in New Hampshire. All have management experience in nutrition, health, nursing and diabetes programs, including Women, Infants and Children and breastfeeding programs. All have degrees in nutrition, human services, nursing or public health, and have been involved in reviewing proposals in the Division of Public Health Services. The Request for Proposals scoring summary is attached.

Two proposals were received for Coos and northern Grafton Counties service area. An evaluation committee composed of two (2) reviewers external to the Department of Health and Human Services and one (1) reviewer from the Division of Public Health Services reviewed the competing proposals. All three (3) reviewers have between four (4) and twenty-six (26) years experience working in the public health setting at the State and local levels. All have experience in nutrition, health, and diabetes programs, including Women, Infants and Children and breastfeeding programs.

The following criteria were used for scoring by the reviewers was: bidders experience and capacity; plan of operation; work plan and format. Their scores were averaged. North Country Health Consortium, Inc., Littleton, NH scored 73.00 out of 100. The Community Action Program of Belknap and Merrimack Counties, Inc., Concord, NH scored 90.30 out of 100. The review committee recommended to the Department that the highest scorer be awarded the bid. The scoring summary is attached.

Although both bids were for a set amount of funding (\$239,686 per year), the final contract for the Community Action Program of Belknap and Merrimack Counties, Inc. is significantly higher as it also contains the contracted funds for the remainder of their service area (Belknap County, Merrimack County and southern Grafton County for \$803,136 per year), which when combined with the northern service area is \$1,042,822 per year or \$2,085,644.00 for the contract period of two (2) years.

This competitively procured Agreement has no option to renew. A new Request for Proposals will be issued to procure these services in future years. These services were contracted previously with this agency in SFY 2010 and SFY 2011 in the amount of \$1,674,629. This represents an increase of \$411,015 in SFY 2012 and SFY 2013. The increase is due to the addition of Coos County and northern Grafton County to the agreement.

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

Access to Nutrition Services:

- To serve 95%-105% of the assigned Women, Infants and Children and Commodity Supplemental Food Programs caseload throughout the fiscal year.
- To increase the percent of prenatal clients enrolled in the Women, Infants and Children Program by the 14<sup>th</sup> week of pregnancy.

Obesity Prevention:

- To increase the percent of women enrolled in the Women, Infants and Children Program who initiate breastfeeding during the early postpartum period, to increase the percent of women enrolled in the Women, Infants and Children Program who continue breastfeeding at six months, and to increase rates of exclusive breastfeeding.
- To develop initiatives in the area of increased physical activity for women and children.
- To develop initiatives in the area of decreased television viewing.
- To develop initiatives in the area of increased fruit and vegetable consumption.

Area served: Belknap, Coos, Grafton, and Merrimack Counties.

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

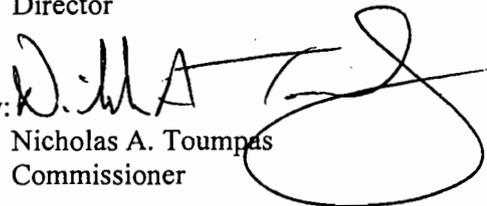
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner

JTM/MM/paw

*A.A.*  
*Ba*



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



Nicholas A. Toumpas  
Commissioner

José Thier Montero  
Director

December 8, 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 #31 \_\_\_\_\_  
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 to amend an agreement with Community Action Program Belknap-Merrimack Counties, Inc. Purchase Order #1016786 (Vendor #177203 B003), PO Box 1016, 2 Industrial Park Drive, Concord, NH, 03302, by increasing the Price Limitation by \$24,332.00 from \$2,085,644.00 to \$2,109,976.00 to provide Women, Infants and Children clinic improvements, updated health assessment equipment, and training costs, effective February 1, 2012 or the date of Governor and Council approval, whichever is later. This agreement was originally approved by Governor and Council on June 8, 2011 Item #91. Funds are available in the following account(s) for SFY 2012-2013, 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 2012	102-500734	Contracts for Prog Svc	90006001	46,310.00	0	46,310.00
SFY 2012	102-500734	Contracts for Prog Svc	90006002	39,075.00	0	39,075.00
SFY 2012	102-500734	Contracts for Prog Svc	90006003	416,792.00	0	416,792.00
SFY 2012	102-500734	Contracts for Prog Svc	90006004	221,421.00	0	221,421.00
SFY 2012	102-500734	Contracts for Prog Svc	90006007	209,931.00	0	209,931.00
SFY 2012	102-500734	Contracts for Prog Svc	90006022	49,336.00	0	49,336.00
SFY 2012	102-500734	Contracts for Prog Svc	90006041	54,334.00	0	54,334.00
			Sub-Total	\$1,037,199.00	\$0	\$1,037,199.00

SFY 2013	102-500734	Contracts for Prog Svc	90006001	46,310.00	0	46,310.00
SFY 2013	102-500734	Contracts for Prog Svc	90006002	39,074.00	0	39,074.00
SFY 2013	102-500734	Contracts for Prog Svc	90006003	416,793.00	0	416,793.00
SFY 2013	102-500734	Contracts for Prog Svc	90006004	221,421.00	0	221,421.00
SFY 2013	102-500734	Contracts for Prog Svc	90006007	209,931.00	0	209,931.00
SFY 2013	102-500734	Contracts for Prog Svc	90006022	49,336.00	0	49,336.00
SFY 2013	102-500734	Contracts for Prog Svc	90006041	54,334.00	0	54,334.00
			Sub-Total	\$1,037,199.00	\$0	\$1,037,199.00

05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION PROGRAM.

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2012	102-500734	Contracts for Prog Svc	90023000	5,623.00	0	5,623.00
SFY 2013	102-500734	Contracts for Prog Svc	90023000	5,623.00	0	5,623.00
			Sub-Total	\$11,246.00	\$0	\$11,246.00

05-95-90-902010-6048 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC INFRASTRUCTURE

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2012	102-500734	Contracts for Prog Svc	90006060	0	24,232.00	24,232.00
SFY 2013	102-500734	Contracts for Prog Svc	90006060	0	100.00	100.00
			Sub-Total	\$0	\$24,332.00	\$24,332.00
			Total	\$2,085,644.00	\$24,332.00	\$2,109,976.00

### EXPLANATION

Funds in this amendment will be used to provide funding for local Women, Infants and Children agencies to improve clinic environments for direct nutrition and breastfeeding counseling services, to purchase updated equipment for weighing, measuring, and bloodwork, and for staff training costs to attend trainings to improve service delivery to participants.

The Women, Infants and Children Nutrition Program has been shown to be effective in improving the health of pregnant women, new mothers and their infants. Numerous national studies have shown that women who participate in the Women, Infants and Children Program during their pregnancies have lower Medicaid costs for themselves and their babies. Women, Infants and Children participation is also linked with healthier pregnancies, fewer low birth weight babies, improved immunization rates and a more regular source of medical

care. Additionally, the Women, Infants and Children Program has been shown to be cost-effective in improving the health and nutritional status of low-income women, infants, and children. Federal regulation requires that the Women, Infants and Children Program be provided statewide. The intent of this regulation is to reduce the barriers to receive services for the clients. Many of the clients in this program have no or limited access to transportation and getting to Concord would pose a hardship.

Should Governor and Executive Council not authorize this request, local Women, Infants and Children agencies will not be able to provide an improved physical environment for participants receiving nutrition education and breastfeeding peer counseling services, and to replace outdated health assessment equipment in Belknap, Coos, Grafton and Merrimack Counties.

A Request for Proposals for statewide services to be delivered in six designated service delivery areas was posted on the Department of Health and Human Services web site December 2, 2010. In addition, an email was sent on December 2, 2010 to potential bidders advising them of the Request for Proposals posting. Five (5) non-competing bids were received for five of the six designated service delivery areas. The Request for Proposals was posted a second time on January 27, 2011 for services to be provided in the remaining service delivery area covering, Coos, and Upper Grafton Counties. As a result two proposals were submitted, one from the Community Action Program of Belknap and Merrimack Counties, Inc. and the other from the North Country Health Consortium, Inc.

The Community Action Program of Belknap and Merrimack Counties, Inc. submitted two winning proposals. One for the Belknap, Merrimack and lower Grafton Counties service area for which no other proposal was received and one for the Coos and upper Grafton Counties service area for which one other proposal was received. This Request is for approval of an agreement for the provision of services in both service areas.

There were no competing proposals received for the provision of services for the Belknap, Merrimack and upper Grafton Counties service area. Six evaluators from within the Department of Health and Human Services working in teams of four (4) reviewed all the non-competing proposals. The proposal submitted by the Community Action Program of Belknap and Merrimack Counties, Inc. received a summary score of 97.5 out of 100. All reviewers have between five (5) and twenty-five (25) years experience working in the public health setting at the State and local levels in New Hampshire. All have management experience in nutrition, health, nursing and diabetes programs, including Women, Infants and Children and breastfeeding programs. All have degrees in nutrition, human services, nursing or public health, and have been involved in reviewing proposals in the Division of Public Health Services. The Request for Proposals scoring summary is attached.

Two proposals were received for Coos and upper Grafton Counties service area. An evaluation committee composed of two (2) reviewers external to the Department of Health and Human Services and one (1) reviewer from the Division of Public Health Services reviewed the competing proposals. All three (3) reviewers have between four (4) and twenty-six (26) years experience working in the public health setting at the State and local levels. All have experience in nutrition, health, and diabetes programs, including Women, Infants and Children and breastfeeding programs.

The following criteria were used for scoring by the reviewers: bidders experience and capacity; plan of operation; work plan; budget and format. Their scores were averaged. North Country Health Consortium, Inc., Whitefield, NH scored 73.00 out of 100. The Community Action Program of Belknap and Merrimack Counties, Inc., Concord, NH scored 90.30 out of 100. The review committee recommended to the Department that the highest scorer be awarded the bid. The scoring summary is attached.

In the Request for Proposals, Amendment Section, this Agreement may be amended contingent upon satisfactory program performance, fiscal expenditures, other contract requirements, and approval by Governor and Council. The Division is exercising this amendment option. These services were contracted previously with this agency in SFY 2012 and SFY 2013 in the amount of \$2,085,644.00. This represents an increase of \$24,332.00 in SFY 2012 and SFY 2013.

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

Access to Nutrition Services:

- To serve 95%-105% of the assigned Women, Infants and Children and Commodity Supplemental Food Programs caseload throughout the fiscal year.
- To increase the percent of prenatal clients enrolled in the Women, Infants and Children Program by the 14<sup>th</sup> week of pregnancy.

Obesity Prevention:

- To increase the percent of women enrolled in the Women, Infants and Children Program who initiate breastfeeding during the early postpartum period, to increase the percent of women enrolled in the Women, Infants and Children Program who continue breastfeeding at six months, and to increase rates of exclusive breastfeeding.
- To develop initiatives in the area of increased physical activity for women and children.
- To develop initiatives in the area of decreased television viewing.
- To develop initiatives in the area of increased fruit and vegetable consumption.

Area served: Belknap, Coos, Grafton and Merrimack Counties.

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/ldr



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



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

March 26, 2012

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

APPROVED 7/0
DATE
APPROVED G&C #65
DATE 6/6/12
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 to amend the scope of services to an existing agreement (Purchase Order #1016786) with Community Action Program Belknap-Merrimack Counties, Inc., (Vendor #177203 B003), PO Box 1016, 2 Industrial Park Drive, Concord, NH, 03302, to provide the Special Supplemental Nutrition Program for Women, Infants, and Children and Commodity Supplemental Food Program nutrition services, Breastfeeding Peer Counseling Program services and Immunization Program screening and referrals by decreasing the Price Limitation by \$8,120.00 from \$2,109,976.00 to \$2,101,856.00, effective date of Governor and Council approval. This agreement was originally approved by Governor and Council on June 8, 2011, Item #91 and amended on January 25, 2012, Item #31. Funds are available in the following account(s) for SFY 2012-2013, 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

Table with 7 columns: Fiscal Year, Class/Object, Class Title, Job Number, Current Modified Budget, Increased (Decreased) Amount, Revised Modified Budget. Rows include SFY 2012 entries for various job numbers and a Sub-Total row.

SFY 2013	102-500734	Contracts for Prog Svc	90006001	46,310.00	0	46,310.00
SFY 2013	102-500734	Contracts for Prog Svc	90006002	39,074.00	0	39,074.00
SFY 2013	102-500734	Contracts for Prog Svc	90006003	416,793.00	0	416,793.00
SFY 2013	102-500734	Contracts for Prog Svc	90006004	221,421.00	0	221,421.00
SFY 2013	102-500734	Contracts for Prog Svc	90006007	209,931.00	(11,540.00)	198,391.00
SFY 2013	102-500734	Contracts for Prog Svc	90006022	49,336.00	0	49,336.00
SFY 2013	102-500734	Contracts for Prog Svc	90006041	54,334.00	10,000.00	64,334.00
			Sub-Total	\$1,037,199.00	(\$1,540.00)	\$1,035,659.00

05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION  
PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2012	102-500734	Contracts for Prog Svc	90023000	5,623.00	(3,801.00)	1,822.00
SFY 2013	102-500734	Contracts for Prog Svc	90023000	5,623.00	(5,623.00)	0
			Sub-Total	\$11,246.00	(\$9,424.00)	\$1,822.00

05-95-90-902010-6048 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES,  
WIC INFRASTRUCTURE

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2012	102-500734	Contracts for Prog Svc	90006060	24,232.00	0	24,232.00
SFY 2013	102-500734	Contracts for Prog Svc	90006060	100.00	0	100.00
			Sub-Total	\$24,332.00	\$0	\$24,332.00
			Total	\$2,109,976.00	(\$8,120.00)	\$2,101,856.00

### EXPLANATION

Beginning October 1, 2011 through September 30, 2012 the United States Department of Agriculture and the Centers for Disease Control has made multiple funding changes affecting the Commodity Supplemental Food Program, the Women, Infants, and Children Nutrition Program and the Immunization Program administered by the Healthy Eating and Physical Activity Section through agreements with five local agencies. They are Community Action Program Belknap-Merrimack Counties, Goodwin Community Health, Southern New Hampshire Services, Southern New Hampshire Services-Rockingham Community Action, and Southwestern Community Services. The funding changes have multiple implications for New Hampshire's citizens and the five local agencies, of which Community Action Program Belknap-Merrimack Counties, Inc. is one, contracted to deliver services throughout the State.

#### Commodity Supplemental Food Program

- Reduced funding for the Commodity Supplemental Food Program will result in fewer numbers of eligible participants who can be enrolled in the program. Each agreement with the five contracted agencies providing this service will be adjusted to account for this change.
- Under the Commodity Supplemental Food Program two local agencies, Community Action Program Belknap-Merrimack Counties, Inc. and Southern New Hampshire Services, provide statewide warehouse services for the program. Each agency serves a defined geographic region. The number of program participants in the geographic areas served by each agency has changed causing a corresponding shift in the number of participant food boxes stored and distributed by each agency. Agreements with these two agencies are being amended to account for their changed responsibilities.

#### Women, Infants, and Children Nutrition Program

- Two local agencies, Community Action Program Belknap-Merrimack Counties and Southern New Hampshire Services have received funding from the Special Supplemental Nutrition Program for Women, Infants, and Children to conduct outreach and recruitment activities statewide. Each agency will be responsible for different areas of the state. This vendor will provide these services in Belknap, Coos, Grafton, Strafford, Carroll and Merrimack Counties.

#### Immunization Program

- Federal Fiscal Year 2012 federal funding supporting the Immunization Program has been eliminated. Agreements with all five agencies will be amended to reduce funding this service.

The purpose of this amendment is to adjust for a decrease in funding for the Commodity Supplemental Food Program and the Immunization Program and to increase the funding in the Women, Infants, and Children Nutrition Program to increase enrollment and retention of participants through outreach.

The Women, Infants, and Children Nutrition Program has been shown to be effective in improving the health of pregnant women, new mothers, and their infants. Numerous national studies have shown that women who participate in the Women, Infants, and Children Nutrition Program during their pregnancies have lower Medicaid costs for themselves and their babies. Women, infants, and children participation is also linked with healthier pregnancies, fewer low birth weight babies, improved immunization rates, and a more regular source of

medical care. Additionally, the Women, Infants, and Children Nutrition Program has been shown to be cost-effective in improving the health and nutritional status of low-income women, infants and children. Federal regulation requires that the Women, Infants, and Children Nutrition Program be provided statewide. The intent of this regulation is to reduce the barriers to receive services for the clients. The Commodity Supplemental Food Program works to improve the health of low-income pregnant and breastfeeding women, other new mothers up to one year postpartum, infants, children up to age six, and elderly people at least 60 years of age by supplementing their diets with nutritious commodity foods. Many of the clients in both of these programs have no or limited access to transportation and getting to Concord would pose a hardship.

Should Governor and Council not approve this amendment the current contractor would overspend their contract and we would not have the federal funds to pay them

A Request for Proposals for statewide services was posted on the Department of Health and Human Services website from December 2, 2010 through January 2, 2011. In addition an email was sent on December 2, 2010, to potential bidders advising them of the Request for Proposals posting. Five non-competing bids were received for five of the six designated service delivery areas. The Request for Proposals was posted a second time by Department of Health and Human Services from January 27, 2011 through February 25, 2011 for services to be provided in the remaining service delivery area covering, Coos, and Upper Grafton Counties. As a result two proposals were submitted, one from the Community Action Program of Belknap and Merrimack Counties, Inc. and the other from the North Country Health Consortium, Inc. The Community Action Program of Belknap and Merrimack Counties, Inc. submitted the winning proposal.

Therefore, this agreement combines the two proposals submitted by this vendor, one for the Belknap, Merrimack and lower Grafton Counties service area and one for Coos and upper Grafton Counties service area. Scoring summaries are attached.

The contractor shall meet the following performance measures:

- Serve at least 95%-105% of the contracted participant caseload for the Women, Infants and Children Nutrition Program in SFY 2012 and SFY 2013.
- Serve at least 95% of the contracted participant caseload for the Commodity Supplemental Food Programs in SFY 2012 and SFY 2013.
- Meet all Federal requirements for the safe storage and handling of commodity supplemental foods.
- Increase the percent of eligible prenatal clients enrolled in the Women, Infants and Children Program by the 14<sup>th</sup> week of pregnancy in SFY 2012 and SFY 2013

Area served: Belknap, Coos, Grafton, Strafford, Carroll and Merrimack Counties.

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
March 26, 2012  
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Source of Funds is 100% Federal Funds from the United States Department of Agriculture.

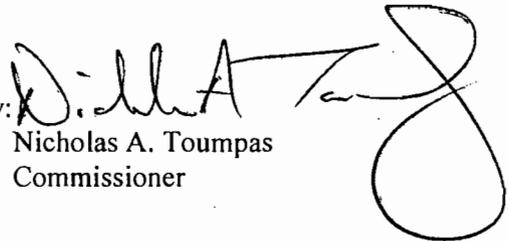
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner

JTM/MM/pep