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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

VICKI V. QUIRAM
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

August 25, 2015

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section to accept and expend FFY2015 State Administrative Expense (SAE) funds in the amount of \$96,552 approved by the Department of Agriculture (USDA). Effective upon Governor and Council approval through September 30, 2016. 100% Federal Funds.

Funds will be budgeted in accounting unit 01-14-14-141510-81850000

Class	Description	SFY 16 Adjusted Authorized	Requested Action	Revised SFY 16 Adjusted Authorized
009-404354	Agency Income	(\$40,932.65)	(\$96,552.00)	(\$137,484.65)
	Total Revenue	(\$40,932.65)	(\$96,552.00)	(\$137,484.65)
020-500200	Current Expenses	\$33,725.00		\$33,725.00
030-500320	Equipment New/ Replacement	\$5,668.65	\$96,552.00	\$102,220.65
039-500180	Telecommunications	\$362.50		\$362.50
041-500801	Audit Fund Set Aside	\$100.00		\$100.00
050-500117	Personal Service Temp	\$1,000.00		\$1,000.00
060-500601	Benefits	\$76.50		\$76.50
	Total Expenditures	\$40,932.65	\$96,552.00	\$137,484.65

EXPLANATION

Federal Government through the Department of Agriculture (USDA) provides funding annually to states through State Administrative Expense fund (SAE) to provide food commodities to eligible schools, child and adult care facilities, and summer feeding programs. The program is administered, warehoused, and distributed by the Department of Administrative Services, Surplus Foods section.

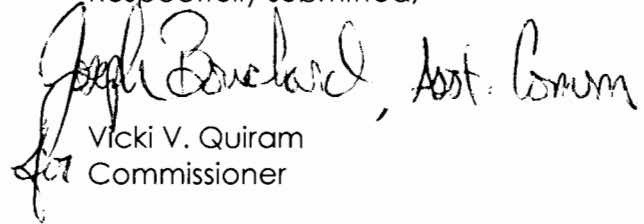
Her Excellency, Governor Margaret Wood Hassan
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August 25, 2015
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The United States Department of Agriculture (USDA) has authorized a reallocation grant in the amount \$96,552 for Federal Fiscal Year 2015 for State Fiscal Year 2016. The Department of Administrative Services, Surplus Foods section requests the use of these funds for vehicle replacement and upgrades to distribute food to eligible recipients throughout the state. These funds will be obligated by 9/30/2015 and fully expended by 9/30/2016.

The funds are to be budgeted as follows:

The funds in class 030 Equipment New Replacement will be used to replace one of our delivery trucks, upgrade the lift-gates on all three of our delivery trucks, and upgrade the GPS systems in all three delivery trucks.

Respectfully submitted,


Vicki V. Quiram
Commissioner

**Department of Administrative Services
Surplus Distribution Section State Administrative Expense**

Fiscal Situation: Account 01-14-14-141510-8185

Federal Funds Awarded:	
FFY 2014 Grant 10/1/13-9/30/14	\$219,648.00
FFY 2015 Grant 10/1/14-9/30/15	\$222,416.00
Total Grant Funds Awarded	\$442,064.00
Less State expenses on FFY 2014 Grant 10/1/13-6/30/14	\$80,767.69
Less State expenses on FFY 2015 Grant 10/1/14-6/30/15	\$162,365.57
Total Prior Fiscal Year Actual Expenditures	\$243,133.26
Net Grant Funds Remaining	\$198,930.74
Less: SFY 16 State Appropriation including prior year encumbrances:	-\$40,932.65
Balance of Federal Funds Available	\$157,998.09
This Request	\$96,552.00

1. GRANTOR AGENCY: **USDA - Food and Nutrition Service**
 2. APPROPRIATION: See below under Appropriation column
 3. NH SURPLUS DISTRIBUTION S
 DEPT OF ADMINISTRATIVE SERVICES
 NH 03301
 CONCORD
 VENDOR NO. S3393901 000
 4. TITLE OF GRANT: Child Nutrition (2 Year)

5. APPORTIONMENT YEAR: 2015
 GAD NUMBER: 4NH300317 AMENDMENT: 005
 6. ESTIMATED ANNUAL GRANT AWARD:
 7. GRANT PERIOD FROM: 10/01/2014
 GRANT PERIOD TO: 09/30/2016

APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
124/53539	15144NH317N2535	2015CN253544	- CNP SAE- FD (O)	10.560	\$16,756.00	\$0.00	\$16,756.00
125/63539	15154NH317N2535	2015IN253544	- CNP SAE- FD (O)	10.560	\$77,642.00	\$96,552.00	\$174,194.00
Total:					\$94,398.00	\$96,552.00	\$190,950.00

9. SPECIAL INSTRUCTIONS/COMMENTS
 Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION
 ALLOWANCE HOLDER (DESIGNEE)
 Food and Nutrition Service
 Northeast Regional Office
 10 Causeway Street, Room 501
 Boston MA 02222
 Telephone: 617-565-5300
 SIGNATURE: - Electronically Signed by - JOHN PEDIKINI
 DATE: 06/29/2015
 TELEPHONE NO: 617-565-6435

1. GRANTOR AGENCY: USDA - Food and Nutrition Service
 2. APPROPRIATION: See below under Appropriation column
 3. NH SURPLUS DISTRIBUTION S
 DEPT OF ADMINISTRATIVE SERVICES
 CONCORD NH 03301
 VENDOR NO. S3393901 000
 4. TITLE OF GRANT: Child Nutrition (2 Year)

5. APPORTIONMENT YEAR: 2015
 GAD NUMBER: 4NH300317 AMENDMENT: 007
 6. ESTIMATED ANNUAL GRANT AWARD:
 7. GRANT PERIOD FROM: 10/01/2014
 GRANT PERIOD TO: 09/30/2016

APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
124/63539	15144NH317N2535	2015CN253544	- CNP SAE- FD (O)	10.560	\$16,756.00	\$0.00	\$16,756.00
125/63539	15154NH317N2535	2015IN253544	- CNP SAE- FD (O)	10.560	\$195,171.00	\$10,489.00	\$205,660.00
Total:					\$211,927.00	\$10,489.00	\$222,416.00

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 Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION
 ALLOWANCE HOLDER (DESIGNEE)
 Food and Nutrition Service
 Northeast Regional Office
 10 Causeway Street, Room 501
 Boston MA 02222
 Telephone: 617-565-5300
 SIGNATURE: - Electronically Signed by - LISA FITZGERALD
 DATE: 08/20/2015
 TELEPHONE NO: 617-565-6460

1. GRANTOR AGENCY: **USDA - Food and Nutrition Service**
 2. APPROPRIATION: **See below under Appropriation column.**
 3. NH SURPLUS DISTRIBUTION S
 DEPT OF ADMINISTRATIVE SERVICES
 12 HILLS AVE
 CONCORD NH 03301
 VENDOR NO: S3393901
 4. TITLE OF GRANT: Child Nutrition

5. PROGRAM YEAR: 2014
 GRANT AWARD REF NO: 4NH300317 Amendment: 6
 6. ESTIMATED ANNUAL GRANT AWARD:
 7. GRANT PERIOD : FROM 10/01/2013
 TO 09/30/2015

APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
12	3/4 3539	14134NH317N2535	2014CN253544	CNP SAE- FD (O)	10.560	\$13,218.00	\$0.00
12	4/5 3539	14144NH317N2535	2014IN253544	CNP SAE- FD (O)	10.560	\$177,935.00	\$28,495.00
TOTAL:					\$191,153.00	\$28,495.00	\$219,648.00

9. SPECIAL INSTRUCTIONS/COMMENTS
 Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers (ABA/RTN) and bank account numbers have been entered into the ASAP gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION
 ALLOWANCE HOLDER (DESIGNEE)
 FNS Northeast Regional Office
 Food and Nutrition Service
 10 Causeway Street
 Room 501
 Boston MA 02222-1069
 Telephone: (617) 565-6446
 SIGNATURE: Electronically signed by - John Peditini
 Date : 7/10/2014
 TELEPHONE NO: (617) 565-6449