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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 26, 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 The Emergency Feeding Assistance Program (TEFAP) funds available from the United States Department of Agriculture (USDA) in the amount of \$65,000, for funding of the warehousing and distribution of USDA commodity foods. Effective upon Governor and Council approval through September 30, 2015. 100% Federal Funds.

Funds will be budgeted in accounting unit 01-14-14-141510-81750000

<b>Class</b>	<b>Description</b>	<b>SFY 16 Adjusted Authorized</b>	<b>Requested Action</b>	<b>Revised SFY 16 Adjusted Authorized</b>
009-404845	Agency Income	(56,675.00)	(65,000.00)	(121,675.00)
	<b>Total Revenue</b>	<b>(\$56,675.00)</b>	<b>(\$65,000.00)</b>	<b>(\$121,675.00)</b>
041-500801	Audit Fund Set Aside	\$175.00		\$175.00
072-500569	Grants of Food - Federal	\$56,500.00	\$65,000.00	\$121,500.00
	<b>Total Expenditures</b>	<b>\$56,675.00</b>	<b>\$65,000.00</b>	<b>\$121,675.00</b>

**EXPLANATION**

Federal Government through the Department of Agriculture (USDA) provides funding annually to states through The Emergency Food Assistance Program (TEFAP) to provide food commodities to emergency feeding organizations such as food pantries, soup kitchens, and homeless shelters. The program is managed by the Department of Administrative Services, Surplus Foods section and the USDA food products are currently being warehoused and distributed by Belknap-Merrimack Community Action Program. The Department of Administrative Services has requested \$65,000 to be paid to Belknap-Merrimack County Community Action Program by September 30, 2015 to offset the increased amount of foods received from USDA that have been distributed to Food Pantries, Soup Kitchens, Homeless Shelters and Charitable Institutions.


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Page 2 of 2

The funds in class 072 Grants of Food – Federal are required in order to pay Belknap-Merrimack County Community Action Program for distribution of USDA Commodity foods to eligible emergency feeding organizations throughout the State of New Hampshire.

Respectfully submitted,

 Vicki V. Quiram  
Commissioner

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

**Fiscal Situation: Account 01-14-14-141510-8175**

Federal Funds Awarded:	
FFY 2014 Grant 10/1/13-9/30/14	\$183,598.00
FFY 2015 Grant 10/1/14-9/30/15	\$198,097.00
<b>Total Grant Funds Awarded</b>	<b>\$381,695.00</b>
Less State expenses on FY 2014 Grant 10/1/13-6/30/14	\$111,933.76
Less State expenses on FY 2015 Grant 7/1/14-6/30/15	\$124,101.17
<b>Total Prior Fiscal Year Actual Expenditures</b>	<b>\$236,034.93</b>
<b>Net Grant Funds Remaining</b>	<b>\$145,660.07</b>
Less: Current SFY 16 State Appropriation including prior year encumbrances:	-\$56,675.00
<b>Balance of Federal Funds Available</b>	<b>\$88,985.07</b>
<b>This Request</b>	<b>\$65,000.00</b>

1. GRANTOR AGENCY: <b>USDA - Food and Nutrition Service</b>		2. APPROPRIATION: <b>See below under Appropriation column</b>					
3. NH SURPLUS DISTRIBUTION S DEPT OF ADMINISTRATIVE SERVICES CONCORD NH 03301 VENDOR NO. S3393901 000		4. TITLE OF GRANT: Commodity Assistance Program (2 Year)					
5. APPORTIONMENT YEAR: 2015 GAD NUMBER: 4NH810808 AMENDMENT: 003		6. ESTIMATED ANNUAL GRANT AWARD:					
7. GRANT PERIOD FROM: 10/01/2014 GRANT PERIOD TO: 09/30/2015							
APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
125/63507	15154NH808Y8105	20151Y810544	- CAP TEFAP ADMIN (O)	10.568	\$132,491.00	\$0.00	\$132,491.00
124/53507	15144NH808Y8105	201514Y810544	- CAP TEFAP ADMIN (O)	10.568	\$0.00	\$606.00	\$606.00
<b>Total:</b>					<b>\$132,491.00</b>	<b>\$606.00</b>	<b>\$133,097.00</b>

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 PEDIICINI

DATE: 08/04/2015

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  
 12 HILLS AVE  
 CONCORD NH 03301  
 VENDOR NO: S3393901

4. TITLE OF GRANT: FSP/SNAP

5. PROGRAM YEAR: 2014  
 GRANT AWARD REF NO: 4NH400423 Amendment: 0

6. ESTIMATED ANNUAL GRANT AWARD:

7. GRANT PERIOD : FROM 10/01/2013  
 TO 09/30/2014

APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL	
12	4	3505	14144NH423S2202	2014IS220244	SNAP TEFAP - GRANTS TO STATES (	10.568	\$0.00	\$40,000.00
<b>TOTAL:</b>							<b>\$0.00</b>	<b>\$40,000.00</b>

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10. AUTHORIZATION  
 ALLOWANCE HOLDER (DESIGNEE)  
 FNS Northeast Regional Office  
 Food and Nutrition Service  
 10 Causeway Street  
 Room 501  
 Boston MA 022221069  
 Telephone: (617) 565-6446

SIGNATURE: Electronically signed by - Lisa Fitzgerald

Date : 6/2/2014 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: Commodity Assistance Program  
 5. PROGRAM YEAR: 2014  
 GRANT AWARD REF NO: 4NH810808 Amendment: 3  
 6. ESTIMATED ANNUAL GRANT AWARD:  
 7. GRANT PERIOD : FROM 10/01/2013  
 TO 09/30/2014

APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL	
12 3/4	3507	14134NH808Y8105	2014CY810544	CAP TEFAP ADMIN (O)	10.568	\$0.00	\$519.00	
12 4/5	3507	14144NH808Y8105	2014Y810544	CAP TEFAP ADMIN (O)	10.568	\$143,079.00	\$143,079.00	
<b>TOTAL:</b>							<b>\$519.00</b>	<b>\$143,598.00</b>

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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 Pedicini  
 Date : 7/7/2014  
 TELEPHONE NO: (617) 565-6449

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: FSP/SNAP Contingency 2 Yr.

5. PROGRAM YEAR: 2015  
GRANT AWARD REF NO: 4NH430804 Amendment: 0

6. ESTIMATED ANNUAL GRANT AWARD:

7. GRANT PERIOD : FROM 10/01/2014  
TO 09/30/2015

APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
12	5/6	3505	15154NH804Q2202	2015(Q220244	SNAP 2YR TEFAP GRANT TO STATES	10.568	\$0.00
TOTAL:							\$65,000.00
							\$65,000.00

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ALLOWANCE HOLDER (DESIGNEE)  
FNS Northeast Regional Office  
Food and Nutrition Service  
10 Causeway Street  
Room 501  
Boston MA 022221069  
Telephone: (617) 565-6446

SIGNATURE: Electronically signed by - Kirk Hassel

Date : 4/9/2015 TELEPHONE NO: (617) 565-6457