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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

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July 25, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

[Signature]
Approved by Fiscal Committee 9/16/16
Date

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

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section to accept and expend State Administrative Expense (SAE) funds in the amount of \$129,422.00 approved by the Department of Agriculture (USDA), effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. **100% Federal Funds.**

2. Authorize the Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section, to budget and expend prior year funds in the amount of \$74,000.00 available from State Administrative Expense (SAE) grant that was not expended in state fiscal year 2016 which will be used to pay for equipment and expenses incurred during state fiscal year 2017, effective upon Governor and Council approval through June 30, 2017. **100% Federal Funds.**

Funds are to be budgeted in the account # 01-14-14-141510-81850000

<u>Class</u>	<u>Class Description</u>	<u>Current Adjusted Authorized FY 2017</u>	<u>Requested Action #1</u>	<u>Requested Action #2</u>	<u>Revised Adj. Authorized FY 2017</u>
000-404354	FEDERAL FUNDS	\$106,516.00	\$129,422.00	\$74,000.00	\$309,938.00
020-500200	CURRENT EXPENSES	\$84,326.00		\$50,877.00	\$135,203.00
030-500320	EQUIPMENT NEW/ REPLACEMENT	\$15,099.00	\$129,422.00	\$23,123.00	\$167,644.00
039-500180	TELECOMMUNICATIONS	\$668.00			\$668.00
041-500801	AUDIT FUND SET ASIDE	\$150.00			\$150.00
050-500117	PERSONAL SERVICE TEMP	\$2,000.00			\$2,000.00
060-500601	BENEFITS	\$153.00			\$153.00
080-500710	OUT-OF-STATE TRAVEL	\$4,120.00			\$4,120.00
	Total Expenditures	\$106,516.00	\$129,422.00	\$74,000.00	\$309,938.00

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EXPLANATION

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

The United States Department of Agriculture (USDA) has authorized a reallocation grant in the amount \$129,422.00 for Federal Fiscal Year 2017. 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 9/30/2016 and fully expended by 9/30/2017.

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.

The Department of Administrative Services is requesting to budget and expend \$74,000.00 in grant funding available from federal fiscal year 2016 to be brought forward to state fiscal year 2017.

The funds are to be budgeted as follows:

The funds in class 020 Current Expenses will be used to pay for expenses such as fuel, warehouse supplies, office supplies, and maintenance of fleet vehicles.

The funds in class 030 Equipment New/Replacement will be used to replace the freezer units in one of the three warehouse freezers used to contain USDA commodities prior to distribution to schools and other recipient agencies.

Respectfully submitted,


Vicki V. Quiram
Commissioner

Notification Profile

Federal Agency 12350001\01 has certified an authorization to the following account:

Recipient ID	Account ID	Effective Date
3356339	201615N253544	07/14/2016
Increase/Decrease	Authorization Amount	
INCREASE	\$129,422.00	

You may use the Authorization Transaction Inquiry in the Inquiry menu to inquire on the authorization.

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

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

Federal Funds Awarded:	
FFY 2016/17 Grant 10/1/15-9/30/17	\$342,833.00
FFY 2016/17 New Grant 10/1/15-9/30/17	\$129,422.00
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	\$472,255.00
Less State expenses on FFY 2016 Grant 10/1/15-6/30/16	\$200,397.37
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	\$200,397.37
Net Grant Funds Remaining	\$271,857.63
Less: SFY 17 State Appropriation including prior year encumbrances:	-\$106,516.00
Balance of Federal Funds Available	<hr/>
	\$165,341.63
This Request	<hr/> <hr/>
	\$129,422.00