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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

June 13, 2016

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 \$60,000, for funding of the warehousing and distribution of USDA commodity foods, upon Governor and Council approval, for the period effective July 1, 2016 through September 30, 2016. **100% Federal Funds**

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

Class	Description	SFY 17 Adjusted Authorized	Requested Action	Revised SFY 17 Adjusted Authorized
009-404845	Agency Income	\$ (166,429)	\$(60,000)	\$ (226,429)
	<b>Total Revenue</b>	<b>\$ (166,429)</b>	<b>\$(60,000)</b>	<b>\$ (226,429)</b>
041-500801	Audit Fund Set Aside	\$ 200		\$ 200
072-500569	Grants of Food - Federal	\$ 166,229	\$ 60,000	\$ 226,229
	<b>Total Expenditures</b>	<b>\$ 166,429</b>	<b>\$ 60,000</b>	<b>\$ 226,429</b>

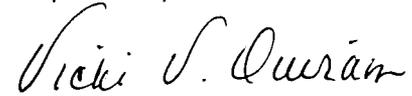
**EXPLANATION**

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 \$60,000 to be paid to Belknap-Merrimack County Community Action Program by September 30, 2016 to offset the increased amount of foods

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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,

A handwritten signature in cursive script that reads "Vicki V. Quiram".

Vicki V. Quiram  
Commissioner

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  
VENDOR NO. S3393901 000  
NH 03301

4. TITLE OF GRANT: **SNAP Contingency (2 Year)**

5. APPORTIONMENT YEAR: 2016  
GAD NUMBER: 4NH430804  
AMENDMENT: 000

6. ESTIMATED ANNUAL GRANT AWARD:

7. GRANT PERIOD FROM: 10/01/2015  
GRANT PERIOD TO: 09/30/2016

APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
126/73505	16164NH804Q2204	201616Q220444	- SNAP 2YR TEFAP GRANTS TO STS (O)	10.568	\$0.00	\$60,000.00	\$60,000.00
126/73505	16164NH804Q2202	201616Q220444	- SNAP 2YR TEFAP GRANTS TO STS (O)		\$0.00	\$0.00	\$0.00
<b>Total:</b>						<b>\$0.00</b>	<b>\$60,000.00</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: 04/06/2016  
TELEPHONE NO: 617-565-6435