



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 120  
Concord, New Hampshire 03301

Joseph B. Bouchard  
Assistant  
Commissioner  
(603) 271-3204

June 6, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

### REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section to accept and expend additional The Emergency Feeding Assistance Program (TEFAP) funds available from the United States Department of Agriculture (USDA) in the amount of \$67,394 for funding of the warehousing and distribution of USDA commodity foods. Effective upon Governor and Council approval through September 30, 2017. 100% Federal Funds.

Funds will be budgeted in accounting unit 01-14-14-141510-81750000 for FY17 and funds will be budgeted in accounting unit 01-14-14-141710-51310000 for FY18 pending budget approval, with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified:

Class	Description	SFY 17 Adjusted Authorized	Requested Action	Revised SFY 17 Adjusted Authorized
000-404845	Federal Funds	\$ 226,429.00	\$ 12,546.00	\$ 238,975.00
	<b>Total Revenue</b>	<b>\$ 226,429.00</b>	<b>\$ 12,546.00</b>	<b>\$ 238,975.00</b>
041-500801	Audit Fund Set Aside	\$ 200.00	\$ 13.00	\$ 213.00
	Grants of Food -			
072-500569	Federal	\$ 226,229.00	\$ 12,533.00	\$ 238,762.00
	<b>Total Expenditures</b>	<b>\$ 226,429.00</b>	<b>\$ 12,546.00</b>	<b>\$ 238,975.00</b>

Class	Description	SFY 18 Governor Recommended	Requested Action	Revised SFY 18 Adjusted
000-404845	Federal Funds	\$ 168,093.00	\$ 54,848.00	\$ 222,941.00
	<b>Total Revenue</b>	<b>\$ 168,093.00</b>	<b>\$ 54,848.00</b>	<b>\$ 222,941.00</b>
041-500801	Audit Fund Set Aside	\$ 200.00	\$ 55.00	\$ 255.00
	Grants of Food -			
072-500569	Federal	\$ 167,893.00	\$ 54,793.00	\$ 222,686.00
	<b>Total Expenditures</b>	<b>\$ 168,093.00</b>	<b>\$ 54,848.00</b>	<b>\$ 222,941.00</b>


### **EXPLANATION**

The 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 of FY17 converted funds and \$2,394 FY16 recovered funds to be paid to Belknap-Merrimack County Community Action Program by September 30, 2017 to offset the increased amount of foods received from USDA that have been distributed to Food Pantries, Soup Kitchens, Homeless Shelters and Charitable Institutions.

In 2015 Belknap-Merrimack Community Action program distributed 2,093,222 pounds of food and received \$198,097 in administrative funds resulting in a net of \$.0946 per pound to administer, warehouse, and distribute the food. In 2016 Belknap-Merrimack distributed 2,353,315 pounds of food and received \$208,544 in administrative funds resulting in a net of \$.0886 per pound. We anticipate total distribution for 2017 to be 2,365,299 pounds with administrative funding of \$144,819 and the additional \$67,394 will be used to offset additional operating costs.

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,



Joseph B. Bouchard  
Assistant Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

**CONTRACT:** Community Action Program Belknap-Merrimack Counties, Inc., has contracted with the Department of Administrative Services for the coordination and statewide distribution of USDA commodity foods through an established statewide network which includes, but is not limited to, soup kitchens, food pantries, homeless shelters and Class C institutions in compliance with the Federal Regulations as it relates to TEFAP. VC #177203.

**DESCRIPTION:** The 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.

**EXPLANATION:** The Department of Administrative Services has requested \$65,000 of FY17 converted funds and \$2,394 FY16 recovered funds to be paid to Belknap-Merrimack County Community Action Program. Converted funds are funds converted from Food Related Funds to Administrative Funds for use in operating the program due to growth in the distribution of food acquired by allocated funds in addition to all bonus product offered and received in NH. The FY16 recovered funds are funds discovered by the USDA and offered to NH as a result of unspent funding nationwide during FY16.

Current Request                      67,394

*Use of Funds:*

<b>June SFY17</b>	<b>July SFY18</b>	<b>August SFY18</b>	<b>September SFY18</b>	<b>Total</b>
\$ 12,546.00	\$ 18,282.00	\$ 18,282.00	\$ 18,284.00	\$ 67,394.00

Funding is to complete the current State Fiscal year, 2017, and cover expenses relating to the first quarter of State Fiscal year 2018 which correlates with the final quarter of Federal Fiscal year 2017.

TEFAP ALLOCATION WORKSHEET #6

FY2017 Emergency Food Assistance Program  
 Commodity Assistance Program (CAP) Administrative Funds Provided Under Continuing Resolutions through 4/28/17,  
 37-Day Allowance, and Total FY 2017 Administrative Grants

REGION/STATE	AVG. # OF PERSONS UNEMPLOYED OCT15 to JUL16	UNEMPLOY- MENT INDEX	AVG. # OF PERSONS BELOW POVERTY LEVEL IN CY2015	POVERTY INDEX	WEIGHTED INDEX POVERTY 60% UNEMPLOY. 40%	FY17 ADMINISTRATIVE GRANTS UNDER 70 DAY CR THROUGH 12.09.16	FY17 ADMINISTRATIVE GRANTS UNDER 140 DAY CR THROUGH 4.28.17	FY17 ADMIN FUNDS PROVIDED UNDER 37-DAY ALLOWANCE	FY17 ADMIN FUNDS FOR THE REMAINDER OF FY17	TOTAL FY17 ADMINISTRATIVE GRANTS
<b>NORTHEAST</b>										
Connecticut	105,676	1.3203%	366,909	0.7672%	0.9884%	\$103,134	\$206,269	\$68,587	\$219,150	\$587,140
Maine	25,363	0.3169%	172,620	0.3609%	0.3433%	\$71,643	\$71,643	\$30,349	\$76,117	\$203,931
Massachusetts	160,047	1.9987%	752,071	1.5725%	1.7434%	\$181,904	\$363,808	\$103,334	\$386,528	\$1,035,574
New Hampshire	21,356	0.2668%	106,046	0.2217%	0.2398%	\$25,018	\$50,035	\$14,212	\$53,160	\$142,425
New York	470,921	5.8838%	2,970,032	6.2100%	6.0795%	\$634,343	\$1,268,686	\$360,348	\$1,347,912	\$3,611,289
Rhode Island	30,045	0.3754%	141,035	0.2949%	0.3271%	\$34,129	\$68,257	\$19,387	\$72,521	\$194,294
Vermont	11,559	0.1444%	61,314	0.1282%	0.1347%	\$14,054	\$28,107	\$7,983	\$29,862	\$80,006
<b>TOTAL-NERO</b>	<b>824,967</b>	<b>10.3073%</b>	<b>4,570,027</b>	<b>9.5554%</b>	<b>9.8562%</b>	<b>\$1,028,404</b>	<b>\$2,056,805</b>	<b>\$584,200</b>	<b>\$2,185,250</b>	<b>\$5,854,659</b>
<b>MID-ATLANTIC</b>										
Delaware	21,522	0.2689%	114,360	0.2391%	0.2510%	\$26,193	\$52,385	\$14,879	\$55,656	\$149,113
District of Columbia	25,045	0.3129%	110,500	0.2310%	0.2638%	\$27,524	\$55,049	\$15,636	\$58,486	\$156,695
Maryland	148,641	1.8572%	570,776	1.1934%	1.4589%	\$152,225	\$304,450	\$86,474	\$323,462	\$866,611
New Jersey	218,947	2.7356%	946,114	1.9782%	2.2812%	\$238,019	\$476,037	\$135,210	\$505,764	\$1,355,030
Pennsylvania	325,821	4.0709%	1,629,995	3.4081%	3.6732%	\$383,269	\$766,538	\$217,722	\$814,406	\$2,181,935
Puerto Rico	134,205	1.6768%	1,586,285	3.3167%	2.6608%	\$277,626	\$555,252	\$157,710	\$589,927	\$1,580,515
Virginia	168,254	2.1022%	909,346	1.9013%	1.9817%	\$206,771	\$413,542	\$117,460	\$439,366	\$1,177,139
Virgin Islands	4,700	0.0587%	23,623	0.0494%	0.0531%	\$5,543	\$11,086	\$3,149	\$11,779	\$31,557
West Virginia	49,063	0.6130%	321,583	0.6724%	0.6486%	\$67,680	\$135,359	\$38,446	\$143,812	\$385,297
<b>TOTAL-MARO</b>	<b>1,096,198</b>	<b>13.6962%</b>	<b>6,212,582</b>	<b>12.9898%</b>	<b>13.2723%</b>	<b>\$1,384,850</b>	<b>\$2,769,698</b>	<b>\$786,686</b>	<b>\$2,942,658</b>	<b>\$7,883,892</b>
<b>SOUTHEAST</b>										
Alabama	131,982	1.6490%	876,016	1.8316%	1.7586%	\$183,494	\$366,987	\$104,236	\$389,905	\$1,044,622
Florida	478,207	5.9748%	3,116,886	6.5170%	6.3002%	\$657,365	\$1,314,730	\$373,427	\$1,396,833	\$3,742,355
Georgia	258,307	3.2274%	1,694,988	3.5440%	3.4174%	\$356,570	\$713,140	\$202,555	\$757,675	\$2,029,940
Kentucky	107,386	1.3417%	794,055	1.6603%	1.5328%	\$159,939	\$319,878	\$90,856	\$339,853	\$910,526
Mississippi	81,521	1.0185%	637,128	1.3322%	1.2067%	\$125,910	\$251,819	\$71,525	\$267,545	\$716,799
North Carolina	258,275	3.2270%	1,607,835	3.3618%	3.3079%	\$365,145	\$690,290	\$196,065	\$733,339	\$1,964,899
South Carolina	126,497	1.5805%	790,715	1.6533%	1.6242%	\$169,467	\$338,935	\$96,269	\$360,101	\$964,772
Tennessee	150,167	1.8762%	1,077,900	2.2538%	2.1027%	\$219,403	\$438,806	\$124,655	\$466,208	\$1,249,052
<b>TOTAL-SERO</b>	<b>1,592,342</b>	<b>19.8951%</b>	<b>10,595,523</b>	<b>22.1540%</b>	<b>21.2504%</b>	<b>\$2,217,293</b>	<b>\$4,434,585</b>	<b>\$1,259,568</b>	<b>\$4,711,519</b>	<b>\$12,622,965</b>

TEFAP ALLOCATION WORKSHEET #7

FY2017 Emergency Food Assistance Program  
Commodity - Food - Entitlements

*Requested  
65k*



REGION/STATE	AVG. # OF PERSONS EMPLOYED OCT15 to JUL16	UNEMPLOYMENT INDEX	AVG. # OF PERSONS BELOW POVERTY LEVEL IN CY2015	POVERTY INDEX	WEIGHTED INDEX POVERTY 60% UNEMPLOY. 40%	FY17 FOOD GRANTS (NOT INCLUDING PORTION OF FOOD GRANTS CONVERTIBLE TO ADMINISTRATIVE FUNDS)	PORTION OF FY17 FOOD GRANT CONVERTIBLE TO ADMINISTRATIVE FUNDS	TOTAL FY17 FOOD GRANT LEVELS (NOT INCLUDING FY16 CARRYOVER)	FY16 FOOD GRANT CARRYOVER AVAILABLE IN FY17	TOTAL ESTIMATED FOOD GRANT AVAILABLE IN FY17 (INCLUDING FY16 CARRYOVER)
<b>NORTHEAST</b>										
Connecticut	105,676	1.3203%	366,909	0.7672%	0.9884%	\$2,788,844	\$293,565	\$3,082,409	\$90,078	\$3,172,487
Maine	25,363	0.3169%	172,620	0.3609%	0.3433%	\$968,650	\$101,964	\$1,070,614	\$1,524	\$1,072,138
Massachusetts	160,047	1.9997%	752,071	1.5725%	1.7434%	\$4,918,850	\$517,778	\$5,436,628	\$87,479	\$5,524,107
New Hampshire	21,356	0.2668%	106,046	0.2217%	0.2398%	\$676,501	\$71,211	\$747,712	\$7,234	\$754,946
New York	470,921	5.8838%	2,970,032	6.2100%	6.0795%	\$17,153,189	\$1,805,614	\$18,958,803	\$56,379	\$19,015,182
Rhode Island	30,045	0.3754%	141,035	0.2949%	0.3271%	\$922,871	\$97,145	\$1,020,016	\$10,359	\$1,030,375
Vermont	11,559	0.1444%	61,314	0.1282%	0.1347%	\$380,020	\$40,002	\$420,022	\$7,184	\$427,206
<b>TOTAL-NERO</b>	<b>824,967</b>	<b>10.3073%</b>	<b>4,570,027</b>	<b>9.5554%</b>	<b>9.8562%</b>	<b>\$27,808,925</b>	<b>\$2,927,279</b>	<b>\$30,736,204</b>	<b>\$260,236</b>	<b>\$30,996,440</b>
<b>MID-ATLANTIC</b>										
Delaware	21,522	0.2689%	114,360	0.2391%	0.2510%	\$708,270	\$74,555	\$782,825	-\$1,881	\$780,944
District of Columbia	25,045	0.3129%	110,500	0.2310%	0.2638%	\$744,285	\$78,346	\$822,631	\$19,393	\$842,024
Maryland	148,641	1.8572%	570,776	1.1934%	1.4589%	\$4,116,300	\$433,298	\$4,549,598	\$48,825	\$4,598,423
New Jersey	218,947	2.7356%	946,114	1.9782%	2.2812%	\$6,436,231	\$677,504	\$7,113,735	\$10,794	\$7,124,529
Pennsylvania	325,821	4.0709%	1,629,995	3.4081%	3.6732%	\$10,363,928	\$1,090,949	\$11,454,877	\$57,960	\$11,512,837
Puerto Rico	134,205	1.6768%	1,586,285	3.3167%	2.6608%	\$7,507,256	\$790,244	\$8,297,500	\$356,650	\$8,654,150
Virginia	168,254	2.1022%	909,346	1.9013%	1.9817%	\$5,591,270	\$588,560	\$6,179,830	\$64,428	\$6,244,258
Virgin Islands	4,700	0.0587%	23,623	0.0494%	0.0531%	\$149,891	\$15,778	\$165,669	\$6,802	\$172,471
West Virginia	49,063	0.6130%	321,583	0.6724%	0.6486%	\$1,830,113	\$192,645	\$2,022,758	\$2,029,227	\$2,029,227
<b>TOTAL-MARO</b>	<b>1,096,198</b>	<b>13.6962%</b>	<b>6,212,582</b>	<b>12.9898%</b>	<b>13.2723%</b>	<b>\$37,447,544</b>	<b>\$3,941,879</b>	<b>\$41,389,423</b>	<b>\$569,441</b>	<b>\$41,958,864</b>
<b>SOUTHEAST</b>										
Alabama	131,982	1.6490%	876,016	1.8316%	1.7586%	\$4,961,827	\$522,302	\$5,484,129	\$69,653	\$5,553,782
Florida	478,207	5.9748%	3,116,886	6.5170%	6.3002%	\$17,775,735	\$1,871,146	\$19,646,881	\$46,588	\$19,693,469
Georgia	258,307	3.2274%	1,694,988	3.5440%	3.4174%	\$9,641,972	\$1,014,953	\$10,656,925	\$59,224	\$10,716,149
Kentucky	107,386	1.3417%	794,055	1.6603%	1.5328%	\$4,324,891	\$455,256	\$4,780,147	-\$3,004	\$4,777,143
Mississippi	81,521	1.0185%	637,128	1.3327%	1.2067%	\$3,404,710	\$358,394	\$3,763,104	\$41,984	\$3,805,088
North Carolina	288,275	3.2270%	1,607,835	3.3618%	3.3079%	\$9,333,032	\$982,433	\$10,315,465	\$24,392	\$10,339,857
South Carolina	126,497	1.5805%	790,715	1.6533%	1.6242%	\$4,582,551	\$482,378	\$5,064,929	-\$68,761	\$4,996,168
Tennessee	150,167	1.8762%	1,077,900	2.2538%	2.1027%	\$5,932,845	\$624,515	\$6,557,360	\$7,512	\$6,564,872
<b>TOTAL-SERO</b>	<b>1,592,342</b>	<b>19.8951%</b>	<b>10,595,523</b>	<b>22.1540%</b>	<b>21.2504%</b>	<b>\$59,957,563</b>	<b>\$6,311,377</b>	<b>\$66,268,940</b>	<b>\$177,590</b>	<b>\$66,446,530</b>

# TEFAP ALLOCATION WORKSHEET #8

## FY2017 Emergency Food Assistance Program Reallocation of FY 2016 Administrative Fund Recoveries

REGION/STATE	AVG. # OF PERSONS UNEMPLOYED OCT15 to JUL16	UNEMPLOYMENT INDEX	PERSONS BELOW POVERTY LEVEL IN CY2015	POVERTY INDEX	WEIGHTED INDEX POVERTY 60% UNEMPLOY. 40%	SHARE OF FY16 RECOVERED FUNDS
<b>NORTHEAST</b>						
Connecticut	105,676	1.3203%	366,909	0.7672%	0.9884%	\$9,870
Maine	25,363	0.3169%	172,620	0.3609%	0.3433%	\$3,428
Massachusetts	160,047	1.9997%	752,071	1.5725%	1.7434%	\$17,409
New Hampshire	21,356	0.2668%	106,046	0.2217%	0.2398%	\$2,394
New York	470,921	5.8838%	2,970,032	6.2100%	6.0795%	\$60,708
Rhode Island	30,045	0.3754%	141,035	0.2949%	0.3271%	\$3,266
Vermont	11,559	0.1444%	61,314	0.1282%	0.1347%	\$1,345
<b>TOTAL-NERO</b>	<b>824,967</b>	<b>10.3073%</b>	<b>4,570,027</b>	<b>9.5554%</b>	<b>9.8562%</b>	<b>\$98,420</b>
<b>MID-ATLANTIC</b>						
Delaware	21,522	0.2689%	114,360	0.2391%	0.2510%	\$2,507
District of Columbia	25,045	0.3129%	110,500	0.2310%	0.2638%	\$2,634
Maryland	148,641	1.8572%	570,776	1.1934%	1.4589%	\$14,568
New Jersey	218,947	2.7356%	946,114	1.9782%	2.2812%	\$22,779
Pennsylvania	325,821	4.0709%	1,629,995	3.4081%	3.6732%	\$36,679
Puerto Rico	134,205	1.6768%	1,586,285	3.3167%	2.6608%	\$26,569
Virginia	168,254	2.1022%	909,346	1.9013%	1.9817%	\$19,788
Virgin Islands	4,700	0.0587%	23,623	0.0494%	0.0531%	\$530
West Virginia	49,063	0.6130%	321,583	0.6724%	0.6486%	\$6,477
<b>TOTAL-MARO</b>	<b>1,096,198</b>	<b>13.6962%</b>	<b>6,212,582</b>	<b>12.9898%</b>	<b>13.2723%</b>	<b>\$132,531</b>
<b>SOUTHEAST</b>						
Alabama	131,982	1.6490%	876,016	1.8316%	1.7586%	\$17,561
Florida	478,207	5.9748%	3,116,886	6.5170%	6.3002%	\$62,911
Georgia	258,307	3.2274%	1,694,988	3.5440%	3.4174%	\$34,124
Kentucky	107,386	1.3417%	794,055	1.6603%	1.5328%	\$15,306
Mississippi	81,521	1.0185%	637,128	1.3322%	1.2067%	\$12,050
North Carolina	258,275	3.2270%	1,607,835	3.3618%	3.3079%	\$33,031
South Carolina	126,497	1.5805%	790,715	1.6533%	1.6242%	\$16,218
Tennessee	150,167	1.8762%	1,077,900	2.2538%	2.1027%	\$20,997
<b>TOTAL-SERO</b>	<b>1,592,342</b>	<b>19.8951%</b>	<b>10,595,523</b>	<b>22.1540%</b>	<b>21.2504%</b>	<b>\$212,198</b>

+ 65,000  
= 67,394