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SEP 15 10:03 AM
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

September 16, 2015

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

REQUESTED ACTION

The Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section, requests authorization to budget and expend prior year funds in the amount of \$7,995.00 available from the State Administrative Expense (SAE) grant that were not expended in state fiscal year 2015, and which will be used to pay for expenses incurred during state fiscal year 2016, effective upon Governor and Council approval through June 30, 2016.
100% Federal Funds.

Funds are to be budgeted in the account # 01-14-14-141510-81750000

<u>Class</u>	<u>Class Description</u>	<u>Current Adjusted Authorized FY 2016</u>	<u>Amount to Budget</u>	<u>Revised Adj. Authorized FY 2016</u>
009-404845	AGENCY INCOME	\$ 121,675.00	\$ 7,995.00	\$ 129,670.00
041-500801	AUDIT FUND SET ASIDE	\$ 175.00		\$ 175.00
072-500569	GRANTS OF FOOD - FEDERAL	\$ 121,500.00	\$ 7,995.00	\$ 129,495.00
		\$ 121,675.00	\$ 7,995.00	\$ 129,670.00

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. The USDA food products are currently being warehoused and distributed by Belknap-Merrimack Community Action Program. The Department of Administrative Services is requesting to budget and expend \$7,995.00 in available grant funding from federal fiscal year 2015 to be brought forward to state fiscal year 2016.

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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 to distribute USDA Commodity foods to eligible recipients throughout the State of New Hampshire.

Respectfully Submitted,

 Asst Comm.
Vicki V. Quiram
Commissioner