

14 JB



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

April 11, 2014

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 do the following:

1. Accept and expend State Administrative Expense (SAE) program funds available from the sale of pallets and equipment paid for and/or made available through the United States Department of Agriculture (USDA) in the amount of \$2,263, for replacement of the digital video recorder and one camera used for security of the USDA Commodity Foods as well as supplies for the annual Advisory Council meeting.
2. Accept and expend \$27,075 from FFY2013 reallocation of SAE funds approved by the Department of Agriculture (USDA) on 8/2/13.
3. The Department of Agriculture (USDA) has authorized \$113,978 in federal funding in the SAE program for federal fiscal year 2014, an increase of \$46,650 from our original state budgeted amount. We are requesting to accept and expend \$23,325 of these funds in FY 2014.

This request will be effective upon Governor and Council approval through June 30, 2014. **100% Federal Funds.**

Funds will be budgeted in accounting unit 01-14-14-141510-81850000

Class	Description	SFY 14 Adjusted Authorized	Requested Action	Revised SFY 14 Adjusted Authorized
000-404354	Agency Income	(67,328.00)	(52,663.00)	(119,991.00)
		(220,250.00)		(220,250.00)
	Total Revenue	(\$287,578.00)	(\$52,663.00)	(\$340,241.00)
020-500200	Current Expenses	\$66,912.00	\$50,440.00	\$117,352.00
030-500331	Equipment New/ Replacement	\$0.00	\$2,223.00	\$2,223.00
039	Telecommunications	\$725.00		\$725.00
041	Audit Fund Set Aside	\$200.00		\$200.00
046	Consultants	\$217,588.00		\$217,588.00
050	Personal Service Temp	\$2,000.00		\$2,000.00
060	Benefits	\$153.00		\$153.00
	Total Expenditures	\$287,578.00	\$52,663.00	\$340,241.00

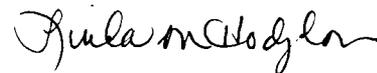
EXPLANATION

1. The federal government through the Department of Agriculture (USDA) provides funding annually to states through State Administrative Expense fund (SAE) to provide food commodities to eligible schools, child and adult care facilities, and summer feeding programs. The program is administered, warehoused, and distributed by the Department of Administrative Services, Surplus Foods section. The Department of Administrative Services has funds available in the amount of \$5,150.50 due to the sale of equipment and pallets. Of this amount, \$2,223 has been authorized by the Department of Agriculture (USDA) to replace part of the security system as well as \$40 to procure supplies for the annual Advisory Council Meeting to be held on April 16, 2014.
2. The Department of Agriculture (USDA) has authorized a reallocation grant in the amount \$27,075 for truck repairs (\$14,270), printing costs (\$3,005), in-state travel (\$1,000), ACDA membership (\$300); travel expenses for the ACDA conference, state mentoring in CT, and USDA Foods mandatory training (\$8,500). Some of these expenses have been paid out of Surplus Distribution operating account and will be reimbursed by this grant. These expenses will be corrected through a department-wide transfer.
3. Additionally the Department of Agriculture (USDA) has authorized \$113,978 in federal funding for federal fiscal year 2014, an increase of \$46,650 from our original state budgeted amount. Of the \$46,650, we are requesting to accept and expend \$23,325 for state fiscal year 2014 leaving the remainder of \$23,325 from this grant for use in quarter 4 (July, August, September 2014) of the federal fiscal year; state fiscal year 2015 as set up in the 2015 state budget.

The funds are to be budgeted as follows:

The funds in class 020 Current Expenses will be used to fund the warehousing and distribution of USDA commodities to eligible schools, child and adult care facilities, and summer feeding programs as well as purchase supplies for the annual Advisory Council meeting. The funds in class 030 Equipment New Replacement will be used to replace older defective equipment that is no longer available from the existing manufacturers used to safeguard the USDA commodity foods stored on site.

Respectfully submitted,



Linda M. Hodgdon
Commissioner

Allocation of Child Nutrition State Administrative Expense Funds
Fiscal Year 2014
Summary of SAE Allocation

Region	Code	Agency	Nondiscretionary SAE Allocation			Discretionary SAE			Grand Total	
			School	CACFP	Subtotal	CRE	CACFP	FD		Subtotal
NERO	991501	CT DOE	1,050,996	398,144	1,449,139	102,154	74,966	0	177,121	1,626,260
NERO	993901	CT DAS	0	0	0	0	0	250,617	250,617	250,617
NERO	2391501	ME DOE	417,800	0	417,800	94,316	0	116,665	210,980	628,780
NERO	2392901	ME DHS	0	272,818	272,818	0	60,812	0	60,812	333,630
NERO	2591501	MA DOE	1,845,085	1,450,708	3,295,793	135,262	193,843	453,247	782,351	4,078,145
NERO	3391501	NH DOE	270,692	126,674	397,366	86,339	44,307	0	130,646	528,012
NERO	3393901	NH DAS	0	0	0	0	0	113,978	113,978	113,978
NERO	3691501	NY DOE	7,515,831	0	7,515,831	258,862	0	0	258,862	7,774,693
NERO	3691701	NY DH	0	5,238,817	5,238,817	0	621,673	0	621,673	5,860,490
NERO	3693901	NY OGS	2,285	0	2,285	0	0	1,370,644	1,370,644	1,372,929
NERO	4491501	RI DOE	354,004	213,401	567,405	84,634	54,102	0	138,735	706,140
NERO	4493903	RI DC	0	0	0	0	0	92,964	92,964	92,964
NERO	5091501	VT AOE	201,724	153,576	355,300	83,267	47,345	69,151	199,762	555,063
NERO Total			11,658,417	7,854,138	19,512,555	844,833	1,097,047	2,467,266	4,409,146	23,921,701



**United States
Department of
Agriculture**

Food and
Nutrition
Service

Northeast Region

10 Causeway St.
Rm. 501
Boston, MA
02222

August 2, 2013

Robert Stowell
Administrator
Bureau of Purchase & Property
25 Capitol St.
Concord NH 03301

Dear Mr. Stowell:

This letter communicates the results of the FY 2013 reallocation of SAE funds. Your agency, NH Department of Administrative Services (NH DAS), is receiving \$27,075. ✓

A description of the approved use of funds is provided below.

NH DAS. The NH DAS's request is approved and will be fully funded at \$27,075. The breakout of funds is as follows:

- Truck repairs (roof and lift gate) \$ 14,270
- Printing costs of WBSCM training materials and user manual \$ 3,005
- In-state travel expenses for WBSCM customer training \$ 1,000
- ACDA membership \$ 300
- Travel and related expenses to attend ACDA conference \$ 3,000
- Travel expense for state mentoring in CT for WBSCM and processing \$ 1,500
- "Opt-In" funds for two staff to attend a USDA Foods mandatory training \$ 4,000

Please note that any funds received during this and future reallocations are contingent on the SAs performing the activities for which the funds are approved of a specific amount of money on the project activities by the end of the second year. Reallocation funds that are provided to SAs must be obligated and the amount of the approved reallocation request must be expended by the end of the grant period (September 30, 2014). Additionally, if these funds are to be used to obtain contracted goods or services, proper procurement procedures must be followed. **Any funds that are not spent on the approved activity must be returned to the Food and Nutrition Service (FNS).**

In some cases, reallocation funds awarded to SAs will require that SAs submit amendments to the SAE Plan. Please remind SAs that their SAE Plans will need to be amended if the amount of funds they receive through reallocation results in a substantive change as defined in the FY 1998 SAE Plan Guidance dated June 5, 1997.

At the end of the FY, regional offices are to evaluate the positions of SAs which are provided additional funds at reallocation to determine if the SAs' situations changed since the midyear assessment on which the reallocation was based. If the actual amount of funds carried over by a SA is greater than the amount projected and justified at the time of the reallocation, the SA must be given the opportunity to justify the need for the reallocated funds given the increase in the carryover. Any of the funds that the SAs are unable to justify, up to the amount of the reallocated funds provided, must be returned to FNS. Regardless, any amount of carryover funds exceeding 20 percent of the initial SAE allocation must be returned to FNS. Please refer to the FY 2013 Reallocation of SAE Funds Guidance memo dated April 15, 2013.

In FY 2013, State-level staff responsible for the School Food Distribution Program and/or Child Nutrition Food Program were provided the opportunity to apply for, or "opt-in" to receive, supplemental FY 2013 SAE Reallocation funds. "Opt-In" funds are to be used to cover travel and related expenses associated with attending a USDA Foods mandatory training session this fall. Please refer to the Supplemental SAE Reallocation Funds for School/Child Nutrition Food Distributing Training memo and Opt-In Notice dated June 6, 2013.

We appreciate your staff's cooperation regarding the reallocation. If you have any questions, please feel free to contact Adrienne Vingiello.

Thank you.

Miranda E. Miranda

Miranda E. Miranda, Branch Chief
Community Nutrition Programs Branch
Special Nutrition Programs Division
Northeast Regional Office