



State of New Hampshire

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

61 Jm

LINDA M. HODGDON
Commissioner
(603) 271-3201

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

September 3, 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 accept and expend The Emergency Feeding Assistance Program (TEFAP) funds available from the United States Department of Agriculture (USDA) in the amount of \$68,952, for funding of the warehousing and distribution of USDA commodity foods. Effective upon Governor and Council approval through June 30, 2015. **100% Federal Funds.**

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

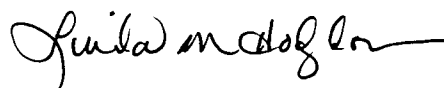
Class	Description	SFY 15 Adjusted Authorized	Requested Action	Revised SFY 15 Adjusted Authorized
009-404845	Agency Income	(113,350.00)	(68,952.00)	(182,302.00)
	Total Revenue	(\$113,350.00)	(\$68,952.00)	(\$145,000.00)
041-500801	Audit Fund Set Aside	\$350.00		\$350.00
072-500569	Grants of Food - Federal	\$113,000.00	\$68,952.00	\$181,952.00
	Total Expenditures	\$113,350.00	\$68,952.00	\$182,302.00

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 is anticipating an award in the amount of \$182,302 including reallocation for federal fiscal year 2015.

The funds in class 072 Grants of Food – Federal are required in order to pay Belknap-Merrimack County Community Action Program to distribution USDA Commodity foods to eligible recipients throughout the State of New Hampshire.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Linda M. Hodgdon", with a long horizontal flourish extending to the right.

Linda M. Hodgdon
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
 12 HILLS AVE
 CONCORD NH 03301
 VENDOR NO: S3393901
 4. TITLE OF GRANT: Commodity Assistance Program
 5. PROGRAM YEAR: 2014
 GRANT AWARD REF NO: 4NH810808 Amendment: 3
 6. ESTIMATED ANNUAL GRANT AWARD:
 7. GRANT PERIOD : FROM 10/01/2013
 TO 09/30/2014

APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL	
12	3/4 3507	14134NH808Y8105	2014CY810544 CAP TEFAP ADMIN (O)	10.568	\$0.00	\$519.00	\$519.00	
12	4/5 3507	14144NH808Y8105	2014Y810544 CAP TEFAP ADMIN (O)	10.568	\$143,079.00	\$0.00	\$143,079.00	
TOTAL:							\$519.00	\$143,598.00

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 incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION
 ALLOWANCE HOLDER (DESIGNEE)
 FNS Northeast Regional Office
 Food and Nutrition Service
 10 Causeway Street
 Room 501
 Boston MA 022221069
 Telephone: (617) 565-6446
 SIGNATURE: Electronically signed by - John Pedicini
 Date : 7/7/2014
 TELEPHONE NO: (617) 565-6449

GRANT AWARD DOCUMENT

1. GRANTOR AGENCY: USDA - Food and Nutrition Service		2. APPROPRIATION: See below under Appropriation column.	
3. NH SURPLUS DISTRIBUTION S DEPT OF ADMINISTRATIVE SERVICES 12 HILLS AVE CONCORD NH 03301 VENDOR NO: S3393901		4. TITLE OF GRANT: FSP/SNAP	
5. PROGRAM YEAR: 2014 GRANT AWARD REF NO: 4NH400423 Amendment: 0		6. ESTIMATED ANNUAL GRANT AWARD:	
7. GRANT PERIOD : FROM 10/01/2013 TO 09/30/2014			
APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE
12 4 3505	14144NH423S2202	2014IS220244	SNAP TEFAP - GRANTS TO STATES (
			CFDA NO 10.588
			PREVIOUS LEVEL \$0.00
			INCREASE/DECREASE \$40,000.00
			CURRENT LEVEL \$40,000.00
TOTAL: \$40,000.00			
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 incorrect ABA/RTN or bank account number information.			
10. AUTHORIZATION ALLOWANCE HOLDER (DESIGNEE) FNS Northeast Regional Office Food and Nutrition Service 10 Causeway Street Room 501 Boston MA 022221069 Telephone: (617) 565-6446		SIGNATURE: Electronically signed by - Lisa Fitzgerald Date : 6/2/2014 TELEPHONE NO: (617) 565-6460	

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

Fiscal Situation: Account 01-14-14-141510-8175

Federal Funds Awarded:	
FFY 2014 Grant 10/1/13-9/30/14	\$183,079.00
FFY 2015 Grant 10/1/14-9/30/15	182,302.00
Total Grant Funds Awarded	\$365,381.00
Less SFY 2014 Expenses on FFY 2014 Grant 10/1/13-6/30/14	(138,406.00)
Net Grant Funds Remaining as of July 1, 2014 (SFY 2015)	\$226,975.00
Less: SFY 15 State Appropriation including prior year encumbrances:	(113,350.00)
Less: Adjustment for Unexpended FFY 2014 Grant that ended 9/30/2014	(20,419.00)
Balance of Federal Funds Available	\$93,206.00
This Request	\$68,952.00