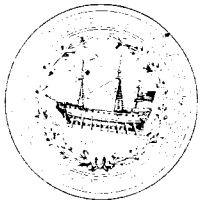


4B 15



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 accept and expend The Emergency Feeding Assistance Program (TEFAP) funds available from the United States Department of Agriculture (USDA) in the amount of \$69,729, for funding of the warehousing and distribution of USDA commodity foods. Effective upon Governor and Council approval through June 30, 2014. **100% Federal Funds.**

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

Class	Description	SFY 14 Adjusted Authorized	Requested Action	Revised SFY 14 Adjusted Authorized
000-404845	Federal Funds	(113,350.00)	(69,729.00)	(183,079.00)
	Total Revenue	(\$113,350.00)	(\$69,729.00)	(\$69,729.00)
041-500801	Audit Fund Set Aside	\$350.00		\$350.00
072-500569	Grants of Food - Federal	\$113,000.00	\$69,729.00	\$182,729.00
	Total Expenditures	\$113,350.00	\$69,729.00	\$183,079.00

EXPLANATION

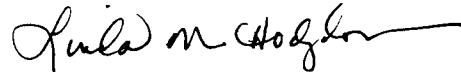
The federal government through the Department of Agriculture (USDA) provides funding annually to states through The Emergency Food Assistance Program (TEFAP) to provide food commodities to emergency feeding organizations such as food pantries, soup kitchens, and homeless shelters. The program is managed by the Department of Administrative Services, Surplus Foods section and the USDA food products are currently being warehoused and distributed by Belknap-Merrimack Community Action Program. The Department of Administrative Services was awarded \$143,079 as of 1/31/14 which is \$29,729 more than the budgeted amount of \$113,350 for state fiscal year 2014.

Additionally Belknap-Merrimack Community Action has requested \$40,000 to be reallocated from food entitlement to administrative funds to help offset the distribution expenses due to the large increase of food being offered. In 2013, Belknap-Merrimack Community Action program distributed 2,329,900 pounds of food and received \$154,924 in administrative funds resulting in a net of \$0.066 cents per pound to administer, warehouse, and distribute the food. In 2014, we anticipate Belknap-Merrimack Community Action program will distribute 2,914,018 pounds of food and with administrative funding of \$143,079 will net \$0.049 cents per pound to administer, warehouse, and distribute the food. By reallocating \$40,000 from food entitlement to administrative funds, the cost per pound will increase to \$0.063 per pound, more in line with previous years.

The funds are to be budgeted as follows:

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,



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: 2

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	\$0.00	\$0.00	
12	4/5 3507	14144NH808Y8105	2014IY810544 CAP TEFAP ADMIN (O)	10.568	\$51,561.00	\$91,518.00	\$143,079.00	
TOTAL:							\$51,561.00	\$143,079.00

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 02222-1069
Telephone: (617) 565-6446

SIGNATURE: Electronically signed by - Kirk Hassel

Date : 2/28/2014

TELEPHONE NO: (617) 565-6457

Program year	Admin Funds (Initial Allocation)	Initial Commodity Entitlement (Not Incl. Convertible Funds)	Adj. to Admin Funds (Conversions, Recoveries, etc.)	Adj. to Comm. Entitlement (Conversions, Supp. Funds, etc.)	Total Admin Funds	Total Commodity Entitlement
2014	\$	\$	\$	\$	\$	\$
Entitlement to SDA by FNS	143,079.00	690,399.00	40,000.00	37,838.00	183,079.00	728,237.00
Entitlement to RA by SDA						
SDA Entitlement Unallocated	143,079.00	690,399.00	40,000.00	37,838.00	183,079.00	728,237.00

Company 0010 General Fund
 Organization 8175 TEMPORARY EMERGENCY FOOD ASSIST
 BUR/DIV 1415 BUR PLANT/PROP MANAGEMENT
 Sub-Org 001
 Acct Unit 81750000

Class	Appropriation	Est Revenue	Expenditures	Revenue	Encumbrances	Transfers	Lapsed	Bal Fwd	Available Rate
000 FEDERAL FUNDS	0.00	113,350.00-	0.00	107,218.46	0.00	0.00	0.00	34,452.34	28,320.80
041 AUDIT FUND SET ASIDE	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
072 GRANTS FEDERAL	113,000.00	0.00	112,955.42-	0.00	0.00	0.00	0.00	0.00	44.58
Sub-Org	113,350.00	113,350.00-	112,955.42-	107,218.46	0.00	0.00	0.00	34,452.34	28,715.38
Organization	113,350.00	113,350.00-	112,955.42-	107,218.46	0.00	0.00	0.00	34,452.34	28,715.38