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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov



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June 2, 2021

The Honorable Kenneth Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, Division of Procurement and Support Services, Bureau of Purchase and Property, Food Surplus Distribution, to accept and expend State Administrative Expense (SAE) grant funds in the amount of \$164,992 from U.S. Department of Agriculture (USDA), effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. **100% Federal Funds.**

Funds are to be budgeted as follows in the account # 01-14-14-141710-51320000

Class	Description	Current Budget	Change	Revised Budget
000-404354	STATE ADMIN EXPENSE FUNDS	(\$353,727.00)	(\$164,992.00)	(\$518,719.00)
020-500200	CURRENT EXPENSES	\$88,114.00	\$36,990.00	\$125,104.00
030-500320	EQUIPMENT	\$244,304.00	\$105,887.00	\$350,191.00
038-509038	TECHNOLOGY - SOFTWARE	\$5,230.00		\$5,230.00
039-500180	TELECOMMUNICATIONS	\$215.00		\$215.00
041-500801	AUDIT FUND SET ASIDE	\$450.00		\$450.00
050-500117	PERSONAL SERVICE TEMP	\$4,885.00	\$19,900.00	\$24,785.00
060-500601	BENEFITS	\$1.00	\$2,215.00	\$2216.00
080-500710	OUT-OF-STATE TRAVEL	\$10,528.00		\$10,528.00
	TOTAL EXPENDITURES	\$353,727.00	\$164,992.00	\$518,719.00

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and the Honorable Council

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EXPLANATION

The U.S. Department of Agriculture (USDA) has authorized an additional \$47,992 in federal funding in the State Administrative Expense (SAE) funds for federal fiscal year 2021. These funds are used to provide food commodities to eligible schools, child and adult care facilities, and summer feeding programs. Locally, the program is administered, warehoused, and distributed by the Department of Administrative Services, Surplus Distribution Section. The USDA has also authorized \$117,000 of reallocation funds to support the SAE funds. These funds will be used for warehouse equipment specifically for replacement cooler and freezer compressors units, delivery vehicle backup cameras, structural replacements and for personnel costs.

The funds are to be budgeted as follows:


The funds in class 020 Current Expenses will be used to pay for expenses such as fuel, warehouse supplies, office supplies, and maintenance of fleet vehicles.

The funds in class 030 Equipment New/Replacement will be used purchase equipment necessary to update our fleet and warehouse to the safest standards, purchase new compressor units and delivery vehicle backup cameras.

The funds in class 050 and 060 will be used to pay for current storekeeper positions and warehouse roles to operate an efficient distribution program.

Accordingly, your consideration of our request is appreciated.

Respectfully Submitted,



Charles M. Arlinghaus
Commissioner

Department of Administrative Services

Fiscal Situation FY2021

Program Description: Surplus Food Distribution - State Administrative Expense

Account Number: 01-14-14-141710-51320000

Total SAE FY21 Federal Authorization	\$ 237,870
Less Expenditures Through 6/30/2020	<u>\$ -</u>
Remaining Authorization to Budget	\$ 237,870
Less Current FY21 Budget Authorization	<u>\$ 72,878</u>
Total Available for Budgeting	\$ 164,992
Available to Budget a Later Date	<u>\$ -</u>
Requested Action	\$ 164,992



Food and
Nutrition
Service

DATE: September 28, 2020

Braddock
Metro Center

SUBJECT: Child Nutrition State Administrative Expense (SAE) Funds
Fiscal Year (FY) 2021 Results

1320
Braddock
Place
Alexandria
VA 22314

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Attached are the annual anticipated SAE allocation levels that each of your respective State agencies can expect to receive in FY 2021. The attachment is a product of the automated allocation system and uses official agency closeout data for both State agencies and Regional Office Administered Programs. All State agencies should be advised of these amounts as soon as possible. The Budget Division will distribute funds to your region in increments through the regular allowance process once funds become available.

Increase in FY 2021 SAE Allocation

Due to the availability of additional SAE funds for FY 2021, Food and Nutrition Service (FNS) is increasing the amount allocated to each State agency that administers School Programs to provide additional resources to assist with the administrative review requirements.

Per 7 CFR 235.4(b)(3), FNS has discretion in determining the administrative review funding amount. Typically the discretionary administrative review amount is set at \$4 million. For FY 2021, FNS is increasing this amount to \$8 million, providing an additional \$4 million to distribute to State agencies administering the School Programs. The distribution of funds for all other portions of the allocation will remain the same.

While the increase in funds is targeted towards implementation of the administrative review requirements, these funds do not have to be spent solely on activities relating to administrative reviews. State agencies should be reminded that they may use the total amount of SAE funding allocated across all Child Nutrition Programs (CNPs), and Food Distribution Programs related to the administration of the CNPs. If applicable, States with more than one agency should consider transferring any unspent SAE funds to other agencies in the State administering the CNPs.

If you have any questions, please contact Kate McMaster of the Operational Support Branch at Kate.McMaster@usda.gov.

A handwritten signature in black ink that reads "Sarah E. Smith-Holmes". The signature is written in a cursive style with a large initial 'S'.

Sarah E. Smith-Holmes
Director
Program Monitoring and Operational Support Division
Child Nutrition Programs

Attachment

Región	Code	Agency	Nondiscretionary SAE Allocation			Discretionary SAE				Grand Total
			School	CACFP	Subtotal	Admin Review	CACFP	FD	Subtotal	
1NERO	991501	CT DOE	1,542,483	504,034	2,046,517	102,893	88,153	337,230	528,275	2,574,793
1NERO	2391501	ME DOE	470,456	276,202	746,659	94,776	61,867	122,050	278,692	1,025,351
1NERO	2591501	MA DOE	2,700,973	1,674,222	4,375,195	135,404	223,163	569,627	928,194	5,303,389
1NERO	3391501	NH DOE	276,524	141,815	418,338	84,416	46,362	0	130,778	549,116
1NERO	3393901	NH DAS	0	0	0	0	0	120,871	120,871	120,871
1NERO	3691501	NY DOE	10,629,037	0	10,629,037	265,624	0	0	265,624	10,894,661
1NERO	3691701	NY DH	0	6,116,750	6,116,750	0	735,717	0	735,717	6,852,467
1NERO	3693901	NY OGS	1,347	0	1,347	0	0	1,922,980	1,922,980	1,924,326
1NERO	4491501	RI DOE	418,393	245,791	664,184	83,953	58,358	0	142,311	806,495
1NERO	4493903	RI DC	0	0	0	0	0	110,236	110,236	110,236
2MARO	5291501	VI DOE	208,735	43,144	251,878	73,731	34,978	34,743	143,451	395,330
1NERO	5091501	VT AOE	218,084	179,115	397,199	80,645	50,665	78,593	209,904	607,103
1NERO Total			16,466,031	9,181,074	25,647,105	921,442	1,299,262	3,296,330	5,517,034	31,164,138

1. GRANTOR AGENCY: USDA - Food and Nutrition Service	2. APPROPRIATION: See below under Appropriation column
3. NH SURPLUS DISTRIBUTION S DEPT OF ADMINISTRATIVE SERVICES CONCORD NH 03301 VENDOR NO. S3393901 000	4. TITLE OF GRANT: Child Nutrition (2 Year)
5. APPORTIONMENT YEAR: 2020 GAD NUMBER: 4NH300317 AMENDMENT: 004	6. ESTIMATED ANNUAL GRANT AWARD:
7. GRANT PERIOD FROM: 10/01/2019 GRANT PERIOD TO: 09/30/2021	

APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
129/03539	204NH317N2535	202019N253544	- CNP SAE- FD (O)	10.560	\$0.00	\$0.00	\$0.00
120/13539	204NH317N2535	202020N253544	- CNP SAE- FD (O)	10.560	\$118,616.00	-\$117,000.00	\$235,616.00
Total:					\$118,616.00	\$117,000.00	\$235,616.00

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 the incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION ALLOWANCE HOLDER (DESIGNEE) Food and Nutrition Service Northeast Regional Office 10 Causeway Street, Room 501 Boston MA 02222 Telephone: 617-565-3300	SIGNATURE: - Electronically Signed by - LISA FITZGERALD	
	DATE: 04/29/2021	TELEPHONE NO: 617-565-6460