



# State of New Hampshire

FIS 14 119 <sup>102</sup>

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

DA M. HODGDON  
Commissioner  
(603) 271-3201

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

June 20, 2014

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

*Mary Jane Wallner* 7/25/14  
Approved by Fiscal Committee Date

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

### REQUESTED ACTION

Pursuant to the provisions of RSA 14:30-a, VI, authorize the Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section to accept and expend FFY2014 reallocation of State Administrative Expense (SAE) funds in the amount of \$105,670 approved by the Department of Agriculture (USDA) on June 19, 2014. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2015.  
**100% Federal Funds.**

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

Class	Description	SFY 15 Adjusted Authorized	Requested Action	Revised SFY 15 Adjusted Authorized
009-404354	Agency Income	(67,328.00)	(105,670.00)	(172,998.00)
	<b>Total Revenue</b>	<b>(\$67,328.00)</b>	<b>(\$105,670.00)</b>	<b>(\$172,998.00)</b>
020-500200	Current Expenses	\$64,250.00		\$64,250.00
030-500331	Equipment New/ Replacement	\$0.00	\$102,978.00	\$102,978.00
039-500188	Telecommunications	\$725.00		\$725.00
041-500801	Audit Fund Set Aside	\$200.00		\$200.00
037-500174	Technology – Hardware	\$0.00	\$2,692.00	\$2,692.00
050-500109	Personal Service Temp	\$2,000.00		\$2,000.00
060-500601	Benefits	\$153.00		\$153.00
	<b>Total Expenditures</b>	<b>\$67,328.00</b>	<b>\$105,670.00</b>	<b>\$172,998.00</b>

### EXPLANATION

The Federal Government through the Department of Agriculture (USDA) provides funding annually to states through State Administrative Expense fund (SAE) to provide food

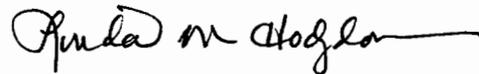
commodities to eligible schools, child and adult care facilities, and summer feeding programs. The program is administered, warehoused, and distributed by the Department of Administrative Services, Surplus Foods section.

The USDA has authorized a reallocation grant in the amount \$105,670. Of these funds, \$9,650 will be used to reimburse the SAE account for the purchase of a floor washing machine, \$24,345 will be used to upgrade the lift-gates on the three (3) trucks used to make USDA Food deliveries, \$68,983 will be used to replace a Freightliner truck used to make USDA Food deliveries, and \$2,692 to upgrade computers.

The funds are to be budgeted as follows:

The funds in class 030 Equipment New Replacement will be used to replace a high mileage truck and upgrade lift-gates that have been broken due to the weight of the pallets, and for the purchase of a floor washing machine. The funds in classes 037 will be used to upgrade office computers and software.

Respectfully submitted,



Linda M. Hodgdon  
Commissioner



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive

Alexandria, VA  
22302-1500

JUN 12 2014

**SUBJECT:** Results of the Fiscal Year (FY) 2014 Reallocation of State Administrative Expense (SAE) Funds

**TO:** Candice Stoiber  
Regional Director  
Special Nutrition Programs  
Northeast Region

This memorandum communicates the results of the FY 2014 reallocation of SAE funds. Requests from the following State agencies in your region are approved and will be funded at the following levels:

- Maine Department of Education (ME DOE) - \$62,270
- Massachusetts Department of Education (MA DOE) - \$417,300
- **New Hampshire Department of Administrative Services (NH DAS) - \$105,670**
- New Hampshire Department of Education (NH DOE) - \$23,699
- New York Office of General Services (NY OGS) - \$17,852
- Rhode Island Department of Corrections (RI DOC) - \$10,000
- Rhode Island Department of Education (RI DOE) - \$207,194
- Vermont Agency of Education (VT AOE) - \$417,077

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

**ME DOE.** The ME DOE's request is approved and will be fully funded at \$62,270. The breakout of funds is as follows:

- Summer Food Service Program (SFSP) Outreach Coordinator - \$25,035
- School Breakfast Outreach Coordinator - \$28,035
- State Exchange activities - \$2,000
- Travel and registration costs to attend conferences and training - \$5,600
- Costs associated with Farm to School conference - \$1,600

**MA DOE.** The MA DOE's request is approved and will be fully funded at \$417,300 to hire a contractor to upgrade the legacy nutrition system software to CNP Web system and to provide training and support for the system upgrade.

**NH DAS.** The NH DAS's request is approved and will be fully funded at \$105,670 to purchase needed warehouse equipment associated with the storage and delivery of USDA Foods. The breakdown of funds is as follows:

- Upgrade liftgates on three trucks - \$24,345
- Freightliner delivery truck - \$68,983
- Commercial floor washer - \$12,342

Candice Stoiber

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**NH DOE.** The NH DOE's request is approved and will be fully funded at \$23,699 for costs associated with inter-agency Healthy US Schools Challenge (HUSSC) regional trainings.

**NY OGS.** The NY OGS's request is approved and will be fully funded at \$17,852 to offset travel and registration costs associated with attending conferences, meetings, and trainings.

**RI DOC.** The RI DOC's request is approved and will be fully funded at \$10,000 to purchase two pallet jacks needed for handling USDA Foods in the State-owned warehouse.

**RI DOE.** The RI DOE's request is approved and will be fully funded at \$207,194 to increase SFSP participation and technological improvements. The breakout is as follows:

- SFSP Outreach Coordinator - \$10,630
- Develop CNP Connect reports to increase SFSP participation - \$9,613
- Add edit checks to on-line SFSP Sponsor annual application - \$35,665
- CNP Connect; integrate legacy secure system to communication functions - \$7,145
- CNP Connect Help Desk development consultant - \$74,480
- Administrative Review Support Program consultants - \$54,376
- Upgrade desktop computers - \$4,113
- Automate annual 2 cent differential eligibility determination process - \$11,172

**VT AOE.** The VT AOE's request is approved and will be fully funded at \$417,077 for computer system upgrades, and State Exchange and trainings activities. The breakout is as follows:

- CNP Web online applications and claiming system upgrade - \$280,074
- NSLP procurement trainings for schools - \$33,870
- Smart Snacks training and technical assistance consultant - \$94,332
- USDA Foods State Exchange activities and conference costs - \$5,938
- Plan Regional training: Becoming an Approved USDA Foods Vendor - \$2,863

Please note that any funds received during this and future reallocations are contingent on the State agencies performing the project activities and expending the funds for these specific project activities by the end of the second year. September 30, 2014 is the end of the first year of FY 2014 SAE funds grant period. State agencies must ensure that the *total* amount of SAE funds (initial allocation plus reallocation) carried over into FY 2015 does not exceed 20 percent of the FY 2014 SAE initial funds allocation. September 30, 2015 is the end of the second year of FY 2014 SAE grant period by which time all FY 2014 SAE funds must be obligated and expended. 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).**

GRANT AWARD DOCUMENT

<p>1. GRANTOR AGENCY: <b>USDA - Food and Nutrition Service</b></p> <p>3. NH SURPLUS DISTRIBUTION S DEPT OF ADMINISTRATIVE SERVICES 12 HILLS AVE  CONCORD NH 03301 VENDOR NO: S3393901</p>	<p>2. APPROPRIATION: See below under Appropriation column.</p> <p>4. TITLE OF GRANT: Child Nutrition</p>
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<p>5. PROGRAM YEAR: 2014 GRANT AWARD REF NO: 4NH300317 Amendment: 5</p>	<p>6. ESTIMATED ANNUAL GRANT AWARD:</p>
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<p>7. GRANT PERIOD : FROM 10/01/2013 TO 09/30/2015</p>	
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APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL	
12	3/4 3539	14134NH317N2535	2014CNCN253544	CNP SAE- FD (O)	10.560	\$13,218.00	\$0.00	\$13,218.00
12	4/5 3539	14144NH317N2535	2014IN253544	CNP SAE- FD (O)	10.560	\$72,265.00	\$105,670.00	\$177,935.00
					<b>TOTAL:</b>	<b>\$85,483.00</b>	<b>\$105,670.00</b>	<b>\$191,153.00</b>

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.

<p>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</p>	<p>SIGNATURE: Electronically signed by - John Pedicini</p> <p>Date : 6/18/2014</p> <p>TELEPHONE NO: (617) 565-6449</p>
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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

4. TITLE OF GRANT: **Child Nutrition**

CONCORD NH 03301  
VENDOR NO: S3393901

5. PROGRAM YEAR: 2013  
GRANT AWARD REF NO: 4NH300317 Amendment: 4

6. ESTIMATED ANNUAL GRANT AWARD:

7. GRANT PERIOD : FROM 10/01/2012  
TO 09/30/2014

APPROPRIATION	FAIN	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL		
12	2/3	3539	13124NH317N2535	2013CN253544	CNP SAE- FD (O)	10.550	\$0.00	\$0.00	
12	3/4	3539	13134NH317N2535	2013IN253544	CNP SAE- FD (O)	10.560	\$101,424.00	\$128,499.00	
						<b>TOTAL:</b>	<b>\$101,424.00</b>	<b>\$27,075.00</b>	<b>\$128,499.00</b>

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 - Kirk Hassel

Date : 8/16/2013  
TELEPHONE NO: (617) 565-6457

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

**Fiscal Situation: Account 01-14-14-141510-8185**

Federal Funds Awarded:

FFY 2013 Grant 10/1/12-9/30/14	\$128,499.00
FFY 2014 Grant 10/1/13-9/30/15	\$191,153.00
<b>Total Grant Funds Awarded</b>	<b>\$319,652.00</b>

Less State expenses on FFY 2014 Grant 7/1/13-9/30/13	\$60,158.82
Less State expenses on FFY 2014 Grant 10/1/13-6/30/14	\$69,684.88
<b>Total Prior Fiscal Year Actual Expenditures</b>	<b>\$129,843.70</b>

<b>Net Grant Funds Remaining as of 6/30/14</b>	<b>\$189,808.30</b>
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Less: SFY 15 State Appropriation including prior year encumbrances:	-\$67,328.00
<b>Balance of Federal Funds Available</b>	<b>\$122,480.30</b>

<b>This Request</b>	<b>\$105,670.00</b>
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