



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shlobinette
 Commissioner

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June 1, 2021

His Excellency, Governor Christopher T. Sununu
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **Retroactive** amendment to an existing contract with Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203-B003), Concord, NH, to add COVID-19 relief funding to support a Commodity Supplemental Food Program and a Senior Farmers Market Nutrition Program, statewide, by increasing the price limitation by \$11,404 from \$1,481,389 to \$1,492,793, with no change to the completion date of September 30, 2021 effective upon Governor and Council approval. 100% Federal Funds.

This request is contingent upon a request that will be submitted to the Governor and Council at a future date to extend the completion date from September 30, 2021, to September 30, 2024, and increase the price limitation by \$1,028,127 from \$1,492,793 to \$2,520,920.

The original contract was approved by the Governor and Council on June 21, 2017 (item #49), as amended on May 2, 2018 (item #5B) as amended on March 13, 2019 (item #14) and most recently amended with Governor and Council approval on January 22, 2020 (item #19).

Funds are available in the following account for State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	90006007	\$315,000	\$0	\$315,000
	102-500734	Contracts for Prog Svc	90006024	\$1,400	\$0	\$1,400
	520-500361	FMNP Food Costs	90006025	\$0	\$0	\$0
2019	102-500734	Contracts for Prog Svc	90076007	\$262,475	\$0	\$262,475
	102-500734	Contracts for Prog Svc	90006024	\$8,400	\$0	\$8,400
	520-500361	FMNP Food Costs	90006025	\$77,065	\$0	\$77,065

2020	102-500734	Contracts for Prog Svc	90006007	\$249,802	\$0	\$249,802
	102-500734	Contracts for Prog Svc	90006024	\$8,400	\$0	\$8,400
	520-500734	FMNP Food Costs	90006025	\$77,065	\$0	\$77,065
2021	102-500734	Contracts for Program Svc	90006007	\$249,802	\$11,404	\$261,206
	102-500734	Contracts for Prog Svc	90006024	\$8,400	\$0	\$8,400
	520-500361	FMNP Food Costs	90006025	\$77,065	\$0	\$77,065
2022	102-500734	Contracts for Prog Svc	90006007	\$62,450	\$0	\$62,450
	102-500734	Contracts for Prog Svc	90006024	\$7,000	\$0	\$7,000
	520-500364	FMNP Food Costs	90006025	\$77,065	\$0	\$77,065
			Subtotals	\$1,481,389	\$11,404	\$1,492,793

EXPLANATION

This request is **Retroactive** because the Contractor previously incurred administrative costs in response to the COVID-19 pandemic and this action will reimburse the Contractor for such costs.

The purpose of this request is to add COVID-19 relief funds to support the increased administrative costs incurred during State Fiscal Year 2021 by the Contractor. The Commodity Supplemental Foods Program and Senior Farmers Market Nutrition Program benefit eligible senior clients statewide. These programs work to improve the health of low-income elderly persons at least 60 years of age by supplementing their diets with nutritious foods year round and fresh local fruits and vegetables in the summer. Additional staffing hours were required in State Fiscal Year 2021 to pack boxes in lieu of the onsite shopping model due to increased safety measures and a temporary stop to outside volunteers in the facility in response to COVID-19.

The Food and Nutrition Service, an agency of the U.S. Department of Agriculture (USDA), administers the Commodity Supplemental Food Program. The USDA purchases food and makes it available to the State along with funds for administrative costs. The Contractor is responsible for doing outreach and identifying potential senior participants, screening for eligibility, managing food inventory, and maintaining required paperwork according to USDA requirements. The Contractor is also responsible for ordering, storing, and reporting inventory of the USDA Commodity Supplemental Food Program foods. The Contractor provides referrals to other welfare, nutrition, and health care programs such as the Supplemental Nutrition Assistance Program (SNAP), Social Security, Medicaid, and Medicare.

Area served: Statewide

Source of Funds: CFDA #10.565, FAIN # 204NH814Y8005.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibanette
Commissioner

I hereby approve this request pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06, 2021-08, and 2021-10 and suspend the Manual of Procedures 150, V., B., 1 requirements.

6.4.21
Date


Name: Governor Christopher T. Sununu