



**United States
Department of
Agriculture**

Food and
Nutrition
Service

Northeast Region

10 Causeway St.
Rm. 501
Boston, MA
02222

July 25, 2012

Linda Hubeny
Director, Food Distribution Program
CT Department of Administrative Services
5th Floor
165 Capitol Avenue
Hartford, CT 06106

Dear Ms. Hubeny:

Congratulations! The Connecticut Department of Administrative Services (DAS) State Administrative Expense (SAE) Reallocation request has been approved and funded at \$36,283. The reallocated funds are to be distributed as follows:

• Two computers	\$ 1,851
• One color printer	\$ 2,371
• Technical assistance for the VT DCF with their Web Based Supply Chain Management (WBSCM) implementation to the local level and automated billing and inventory system	<u>\$ 32,061</u>
GRAND TOTAL:	\$ 36,283

Please note that any funds received during this and future reallocations are contingent on your performing the activities for which the funds are approved of a specific amount of money on the project activities by the end of the second year. Reallocation funds that are provided to you must be obligated and the amount of the approved reallocation request must be expended by the end of the grant period (September 30, 2013). 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 activities must be returned to the Food and Nutrition Service (FNS).**

At the end of the fiscal year, we will evaluate your position to see if your funding situation changed since the mid-year assessment on which the reallocation was based. If the actual amount of funds carried over is greater than the amount projected and justified at the time of reallocation, you will be given the opportunity to justify the need for the reallocated funds given the increase in your carryover. Any of the funds that you are not able to justify, up to the amount of the reallocated funds provided, must be returned to the FNS. **Regardless, any amount of carryover funds exceeding 20 percent of your initial SAE allocation must be returned to the FNS.** Please refer to the FY 2012 Reallocation of SAE Funds

Linda Hubeny, Director
Food Distribution Program
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Guidance dated February 29, 2012, [sent as FD Memo #009-2012 on March 1, 2012] for additional information related to the use of SAE funds.

In some cases reallocation funds awarded to SAs will require that SAs submit amendments to the SAE Plan. We will be discussing this directly with your office.

If you have any questions, please contact Adrienne Vingiello at (617) 565-6456 or adrienne.vingiello@fns.usda.gov.

Sincerely,

/s/ *Adrienne Vingiello (for)*
Mark E. Johnson, Deputy Director
Family Nutrition Programs
Special Nutrition Programs
Northeast Region