

**For:** State Offices

**Additional Guidance for FY 2011 Final Full-Year Allotments**

**Approved by:** Associate Administrator for Operations and Management

*Carolyn B. Cooksey*

**1 Overview**

**A Background**

Notice BU-726 included initial FY 2011 full-year allotments. In this difficult funding environment, FSA has done its best to equitably cover the most critical needs. Each office full-year funding need spreadsheet was recently returned to State Offices with the “FY 2011 Final Allotment” column filled in and a difference column reflecting the difference between the full-year funding needs request and the final adjusted full-year allotment being provided.

**B Purpose**

This notice provides information on how final allotments were adjusted.

**C Contacts**

If there are questions about allotments, contact any of the following, as applicable.

<b>IF located in...</b>	<b>THEN contact...</b>
Southwest and Alabama, Arkansas, Georgia, Kentucky, Louisiana, Mississippi, and Tennessee	Tracey Blom, BUD, by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:tracey.blom@kcc.usda.gov">tracey.blom@kcc.usda.gov</a></li> <li>• telephone at 816-926-3447</li> <li>• FAX at 816-926-1588.</li> </ul>
Northeast areas and Florida, North Carolina, Puerto Rico, South Carolina, and Virginia	Patti Baker , BUD, by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:Patti.baker@kcc.usda.gov">Patti.baker@kcc.usda.gov</a></li> <li>• telephone at 816-823-2384</li> <li>• FAX at 816-926-1588.</li> </ul>
Northwest and Midwest areas	Alysia (Trina) Liddell, BUD, by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:Alysia.Liddell@wdc.usda.gov">Alysia.Liddell@wdc.usda.gov</a></li> <li>• telephone at 202-720-0170</li> <li>• FAX at 202-690-3902.</li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2011	State Offices

## Notice BU-727

### 2 Allotments

#### A Salaries and Benefits (Object Class (OC) 11 and 12)

Full-year allotment levels for salary and benefits for Federal and non-Federal permanent full-time (PFT) employees were based on State-submitted requirements.

Full-year allotment levels for salary and benefits for non-Federal other than full-time permanent (OTFTP) employees were covered through May with a small addition to cover COC activities for the last 2 quarters.

Lump sum allotments will be allotted based on actual once payroll data is loaded in Financial Management Modernization Initiative (FMMI) system. Offices shall request reimbursements based on actual obligations.

Award allotments will not be funded this FY.

#### B Relocation

Relocation obligations were covered through March, no additional allotment will be provided.

#### C Rent and Utilities

Full-year rent and utility allotments for Federal and non-Federal were covered based on State submissions. Budget contacts will work with budget analysts as leases are renewed or completed for necessary adjustments.

#### D Equipment

Equipment obligations were covered through March, no additional allotments will be provided.

#### E All Other Object Classes

Every effort was made to work with the offices needs while ensuring an equitable distribution of the available funding.

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### 2 Allotments (Continued)

#### E FMMI Reports

FMMI reports were available to States, through Hyperion, for the end of April 2011. Reports for subsequent months will be made available in Hyperion. An e-mail will be sent when reports are available.

#### F Action on Non-Federal and Federal Allotments

The reprogramming of allotments between object classes within each fund only is authorized. Submit requests through the allotment change request book in profitability and cost management when it becomes available on June 30, 2011. OBF will make every effort to provide a response to allotment change requests within 5 calendar days after the model is closed each month.

State Offices should monitor expenses to ensure that expenses do **not** exceed the total allotment.