

For: State Offices

Real Property Space Budget Justification Report for FY 2016

Approved by: Deputy Administrator for Management



1 Overview

A Background

In accordance with OMB Circular A-11 (2008), GSA requires USDA agencies to provide information on their Real Property Space Budget Justification Report. The report will contain information regarding rental for space, structures, facilities, land and building services, which support FFAS.

The information that is submitted will be used by OMB to evaluate the agency's budget request for cost and personnel changes, which includes downsizing and/or disposal. GSA will use the information to refine their estimated rental costs. All information that is collected will be used to support the FY 2016 budget cycle.

B Purpose

This notice identifies the following responsible parties that are required to complete the survey questionnaire. The questionnaire can be found at the following sharepoint site: https://fsa.sc.egov.usda.gov/mgr/msd/rpl/exhibit_54/default.aspx?PageView=Shared:

- for FSA; FSA state office administrative officers (AO's) **and** FSA real property leasing officers (RPLO's) are to coordinate one **response** for **each** GSA-controlled FSA state office and/or FSA county office lease. Upon review by the SED, the information will be forwarded to the FSA administrative officer **or** the RPLO to review and complete the Exhibit 54 survey questionnaire, and
- for FAS and RMA, an FSA RPLO at the national leasing office, Washington, DC, will coordinate with the FAS and RMA points of contact for the projected GSA-controlled leased space changes for completion of the Exhibit 54 questionnaire.

Note: State office AO's or RPLO's **must** complete the Exhibit 54 survey questionnaire at the SharePoint site no later than **Friday, October 3, 2014**.

Disposal Date	Distribution
December 1, 2014 9-10-14	State Offices

Notice AS-2273

1 Overview (Continued)

C Contact Information

State offices that require additional information shall contact any of the following:

- email Julius Byrd at **Julius.Byrd@wdc.usda.gov**, or
- telephone at 202-401-0010

- e-mail Theodosia Villatoro-Sorto at **Theodosia.Villatoro-Sorto@wdc.usda.gov**, or
- telephone at 202-690-2501

- e-mail Christopher Finley at **Christopher.Finley@wdc.usda.gov**, or
- telephone at 202-690-2050.

2 Space Budget Justification

A General Information

Exhibit 54 verification is a process to convey FFAS' space budget information to GSA for GSA-controlled spaces that FFAS either currently and/or in the future occupies, this information will be contained in the Exhibit 54 format. It is crucial to ensure that changes to FFAS GSA-controlled spaces (expansion, reduction, extension, and new lease) are accounted for and reflected in the Exhibit 54 format.

B Exhibit 54 Verification Is Crucial

Rental payments for FFAS's occupancy in the related space are made to a central rent account from GSA. Errors on the Exhibit 54 could result in a shortage or lack of funds, as determined by OMB. If this occurs the FFAS budget offices may be required to fund the leasing activities from their individual funding accounts. With the current state of budget constraints in USDA, and more presence of GSA at FFAS leased facilities, the careful review and submission of the real property space budget justification report is **extremely** important.

C FSA State Office Verification Process

The Exhibit 54 survey questionnaire is located on FSA's SharePoint web site at **https://fsa.sc.egov.usda.gov/mgr/msd/rpl/exhibit_54/default.aspx?PageView=Shared**. State office input will be verified and compiled into the official real property space budget justification report and forwarded to the respective budget office.