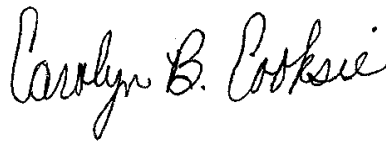


For: State and County Offices

Full-Year FY 2010 Federal and Non-Federal State and County Office Allotments

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

On October 21, 2009, the President signed the FY 2010 Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act (Pub. L. 111-80) which provided FSA with a full-year appropriation.

B Purpose

This notice provides an explanation of the policy and analysis used in developing full-year FY 2010 FSA Salaries and Expenses (S&E) allotments for:

- County Office non-Federal administrative expenses
- State Office Federal administrative expenses.

Disposal Date	Distribution
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1 Overview (Continued)

C Contacts

If there are questions about allotments or allotment change requests, contact 1 of the following.

IF located in...	THEN contact...
Southwest area	Tracey Blom, BUD, by 1 of the following: <ul style="list-style-type: none">• e-mail at tracey.blom@kcc.usda.gov• telephone at 816-926-3447• FAX at 816-926-1588.
Northwest or Midwest area	Beth Hill, BUD, by 1 of the following: <ul style="list-style-type: none">• e-mail at elizabeth.hill@wdc.usda.gov• telephone at 202-720-9862• FAX at 202-690-0591.
Northeast or Southeast area	Kim Floehr, BUD, by 1 of the following: <ul style="list-style-type: none">• e-mail at kim.floehr@wdc.usda.gov• telephone at 202-720-3356• FAX at 202-690-0591.

2 FY 2010 Budget Execution

A FY 2010 Allotment Process

Since FSA's appropriation came in below the requested level the Executive Leadership Group, consisting of the Administrator, the Associate Administrator, the 5 Deputy Administrators, the Chief Information Officer, and the Chief Financial Officer, discussed in depth the operational needs provided by each office to ensure that the administrative funding available for FSA operations was allotted in a manner which allows FSA to meet critical implementation and modernization needs and requirements. The needs included field level staffing and operations including implementation of the remaining Farm Bill programs, headquarters staffing and operations, and information technology (IT) operations and modernization.

No office will receive the full amount requested. Priority and emphasis were placed on ensuring that FSA moves forward on modernizing IT and that field offices have the staffing levels to adequately service the customer.

This limited funding will require each State to ensure our discretionary spending decisions are limited to the most critical requirements only. This means that offices must carefully manage spending so allotments are **not** exceeded.

Allotments calculations are explained in the following paragraphs.

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2 FY 2010 Budget Execution (Continued)

B Accessing the Allotment

No exhibit will be provided with this notice except for specific information on the outreach and public promotion allotments (Exhibit 1). Budget execution is being completed in the fully integrated Budget and Performance Management System (BPMS) and the various components of budget execution, such as providing the full year allotment, allotment changes and transfers, and obligation and expenditure monitoring can be viewed and used within the Profitability and Cost Management (PCM) software (formerly Enterprise Performance Optimization).

C Allotment Adjustment Process

The process of submitting budget forecasts and requesting allotment transfers and changes is fully automated. If an employee is new to the system or would like a refresher, training for the budget execution models is available on the BPMS web site at <http://fsaintranet.sc.egov.usda.gov/bpms/zoneBPMS-BUDtraining.html>.

D National Office Directed Travel

Certain travel expenses incurred by Federal and non-Federal employees will be reimbursed to the State Office. Travel reimbursement requests should be requested through PCM, and will be reimbursed in the following situations.

- Traveling outside the employee's State to assist other offices, such as for details or with jump teams.
- Traveling to assist headquarters.

Note: States can be assured that reimbursement will be received once DAFO approval has been provided to the State for an employee to travel based on a request by a headquarters office.

- Traveling outside the employee's State for consent decree work.
- Attending National meetings or training initiated by the National Office.

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3 Allotments

A Salaries and Benefits (OC 11 and 12)

Full-year allotment levels for salaries and benefits for PFT and other (temporary and COC) employees for both Federal and non-Federal were calculated as follows.

- FY 2009 salary and benefit expenses divided by actual staff year usage for FY 2009 were used to establish average staff year cost by State for PFT and other than PFT employees.
- The PFT average cost per staff year was adjusted to include FY 2010 pay cost plus locality pay if applicable and annualization then multiplied by the FY 2010 funded PFT ceiling provided by DAFO.
- The other average cost per staff year was adjusted to include FY 2010 pay cost plus locality pay if applicable and annualization, then multiplied by the combined non-Federal base temporary/other and additional Farm Program temporary ceiling, as provided by DAFO.

Notes: Previously issued non-ceiling COT and FLOT positions on board as of December 2009, were included in the funded FY 2010 salaries and benefits for permanent ceiling levels. Previously issued non-ceiling COT and FLOT positions that were not hired as of December 2009 will be funded as employees are brought on board. Funding adjustments for any previously allotted, non-ceiling COT or FLOT positions will need to be requested through BUD and additional funding will be allotted for the remaining months in FY. States must notify DAFO as any non-ceiling COT or FLOT positions are filled, vacated, or hired in a permanent ceiling position.

Additional FY 2010 non-ceiling COT and FLOT positions will not be issued until further analysis of funding availability is completed by BUD and DAFO. Requests submitted by States in November 2009 have been reviewed and prioritized by DAFO, however, will remain on hold until further notice.

B Awards (BOC 1152 and 1153)

The award allotment provided funds the FY 2009 performance rating-based awards. The performance based award allotment was distributed using a per capita award level based on employment as of September 26, 2009. See 5-PM, Part 6 for instructions and guidance on the FSA Awards Program. No additional funding will be provided for FY 2010 Superior Accomplishment awards, therefore, only performance rating-based awards are authorized for FY 2010. **No monetary Superior Accomplishment awards are authorized.** If any FY 2010 award allotments are remaining after FY 2009 performance rating-based awards are issued, funding cannot be used for superior accomplishment awards. Nor can the remaining allotments be moved to other State BOC's. Supervisors are reminded that time-off awards are available and encouraged for this purpose. Time-off awards do not result in any additional monetary costs to FSA.

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3 Allotments (Continued)

B Awards (BOC 1152 and 1153) (Continued)

FSA's Gainsharing Travel Savings Program pays a cash award to employees who save the Government money while on TDY travel. Funding for this award is covered by the savings in travel funds; therefore, State Offices must request that funds be transferred from travel to awards to cover the amount of the award. Budget contacts should enter an allotment change request in PCM to the appropriate Federal or non-Federal BUD analyst, at which time the award amount will be reprogrammed from the travel allotment to the awards allotment.

C Overtime (BOC 1170 Through 1180)

Overtime is considered a discretionary item. Overtime allotments have been issued based on overtime obligations through December 31, 2009. No additional overtime funding will be provided beyond that level. States will need to absorb any overtime expenses for the remainder of FY through other available funding allotments.

D Lump Sum and Other (BOC 1183, etc.)

The lump sum allotment covers payments made to employees leaving Government service for their annual leave balances. Lump sum allotments have been issued based on lump sum obligations through December 31, 2009. No additional lump sum funding will be provided beyond that level. States will need to absorb any lump sum expenses for the remainder of the FY through other available funding allotments.

E Travel and Relocation (OC 21)

Travel allotments include funding for routine in-State travel. Travel allotments have been established using the FY 2009 total actual obligations minus FY 2009 actual obligations for Washington-directed travel and relocation. For Fund 84, travel funding for FLP appraiser training is included in the initial allotments based on it being within the FY 2009 obligations.

Note: State Offices **must** give priority consideration to travel required to address and administer Farm Program and FLP requirements.

Costs associated with leased vehicles from GSA motor pool (MPOL) coded as “cars” will continue to be obligated against the travel allotment.

BUD will closely monitor travel usage, by State, at the National Office level. State Offices should access the Hyperion FY10 – Travel, Motorpool, and Relocation Report to monitor travel obligations and expenditures. All State Offices shall review these reports to determine whether there are any erroneous obligations against the travel authorization.

Relocation allotments have been issued based on relocation obligations through December 31, 2009. State Offices should submit an allotment change request for additional relocation funding to the appropriate Federal or non-Federal analyst, as relocation needs arise. AD-202R should be provided as justification for the relocation funding request.

Note: States should seriously consider whether relocation should be offered in every job announcement. Many positions could potentially be filled without that cost.

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3 Allotments (Continued)

F Transportation of Things (OC 22)

Costs associated with leased vehicles from GSA MPOL coded as “trucks” will be charged against the State’s transportation of things allotment. The FY 2010 allotment reflects a 28.5 percent reduction from the FY 2009 actual obligations for object class 22.

G Rent and Utilities (OC 23)

Rent and utility allotments for Federal (Fund 84) are equal to FY 2009 actual obligations. Rent and utility allotments for non-Federal (Fund 87) include:

- the amount provided to FMD/PARLC/FAO where FSA is the lead agency
- FSA reimbursement levels to another agency when FSA is not the lead agency
- utilities not covered in leases, as well as equipment rentals and meeting room rentals.

Contact the appropriate BUD analyst if a State Office has changes in the number of offices where FSA is the lead agency.

H Postage (OC 23.5)

Postage allotments are equal to FY 2009 actual obligations.

I Printing and Reproduction (OC 24)

Printing and reproduction covers charges incurred for contractual printing for items such as newsletters, envelopes, letterhead, and training materials. The FY 2010 allotment reflects a 28.5 percent reduction from the FY 2009 actual obligations for object class 24.

J Services (OC 25)

Services cover the majority of the contractual services purchased by FSA, including training. The FY 2010 allotment reflects a 28.5 percent reduction from the FY 2009 actual obligations for object class 25.

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3 Allotments (Continued)

K Supplies (OC 26)

Supplies allotments cover the purchase of **non-IT** office supplies. FY 2010 Federal and non-Federal supplies allotments are equal to FY 2009 initial allotment levels. FY 2010 Fund 84 Supplies allotments include FY 2010 outreach funds and funds identified for public promotion of FSA as explained in subparagraph P.

Note: State Offices should follow previously issued procedures for purchasing IT equipment and supplies.

L Equipment (OC 31)

Equipment allotments cover the purchase of **non-IT** furniture and equipment. The FY 2010 allotment reflects a 28.5 percent reduction from the FY 2009 actual obligations for object class 31.

Note: State Offices should follow previously issued procedures for purchasing IT equipment and supplies.

M Insurance Claims and Indemnities (OC 42)

Actual obligations as of December 31, 2009, were used as the allotment. States will need to absorb any expenses for the remainder of the FY through other available funding allotments.

N Interest and Dividends (OC 43)

Actual obligations as of December 31, 2009, were used as the allotment. States will need to absorb any expenses for the remainder of the FY through other available funding allotments.

O Program Outreach Targeted Activities – Project Code A026 (Included in Other Services (OC 25))

Initial Allotment Funds for outreach events and activities are included in the States' Federal allotments for supplies. This year, outreach funding obligations shall be included in object code 25.

Allotments were developed by the Outreach Staff (OS), based on cost estimates for conducting local and National outreach events and activities for FY 2010 as submitted by States through the Outreach Tracking and Information System (OTIS). Planned outreach events and activities shall be reviewed individually and prioritized for funding according to a predetermined scale, with ranking levels ranging from A1-E3. Each level is divided according to the percentage of participation, measured by percentage, of socially disadvantaged groups and women.

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3 Allotments (Continued)

O Program Outreach Targeted Activities – Project Code A026 (Included in Supplies (OC 26)) (Continued)

This year, OS has prioritized 9 (A1-C2) of the 15 rankings (A1-E3) assigned to prioritize outreach events and activities, as shown in the following table.

Rank	Percentage of Participation
A-1	Attendance projected at 50 percent or more target group. Event located in a targeted county.
A-2	Attendance projected at 25 percent to 49 percent or more target group. Event located in a targeted county.
B-1	Attendance projected at 50 percent or more target group. Event located in a nontargeted county.
B-2	Attendance projected at 25 percent to 49 percent or more target group. Event located in a nontargeted county.
C-1	Attendance projected at 50 percent or more as persons with disabilities attending, nontargeted county.
C-2	Attendance projected at 25 percent to 49 percent or more as persons with disabilities attending, nontargeted county.

National Office Regional Outreach Coordinators (ROC's) will rank outreach events and activities submitted by States and counties for funding. Percentages of all targeted groups will be considered by ROC's when ranking an outreach event or activity submitted through OTIS.

The National Office approved initial allotment funding to "A", "B", and "C" ranked events only in FY 2010. "A" and "B" ranked events and activities target minority and women attendees. "C" ranked events and activities target disabled attendees.

- Events and activities must be approved individually to obligate funds originating from outreach allotments. For FY 2010, youth events are **not** included in the initial funding.
- Funding decisions prioritized events with partner organizations that have an overall mission to serve target groups, i.e. minority groups and women.
- All events must be submitted in OTIS to receive funding consideration.
- Priority consideration shall be given to events and activities with high percentages of participation by minority and women populations.

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3 Allotments (Continued)

O Program Outreach Targeted Activities – Project Code A026 (Included in Supplies (OC 26)) (Continued)

- Priority approval shall be given to events seeking low or no funding, or a low cost per attendee ratio (total dollars requested divided by total attendees projected).
- Funding contribution amounts from other Federal partners (including other USDA agencies) must be disclosed to the National Office at the time the event is entered into OTIS.
- Priority approval will be given to funding requests for events and activities where National leadership will be in attendance.

Events and activities ranked A3 and B3 will **not** be included in the initial allotments funded as they represent target group participation levels that are lower than 25 percent. Events and activities ranking a D1, D2, or D3 represent youth groups, which will be address directly by the National Office in FY 2010. E1, E2 and E3 represent general public event rankings. Outreach funding is dedicated to target group outreach, so “E” ranked events and activities will **not** be funded in FY 2010.

To obligate funding issued in the initial allotment, outreach events and activities must be individually:

- entered into OTIS by either the State or County Office (the organizer)
- reviewed and certified by the State Office
- reviewed and approved by ROC.

Vendor commitments cannot be made by a State or County Office until outreach events and activities are approved by the National Office.

State Offices shall include project code A025 in the accounting line when:

- reconciling outreach related charges paid by purchase card, such as supplies and materials needed for a display or exhibit or workshop materials
- processing sponsorship payments to partner organizations.

Note: Non-tangible purchases, such as sponsorships, are paid directly by BUD in Kansas City as miscellaneous payments. Vendor contact information and vendor banking information is required for BUD to process a miscellaneous payment for outreach sponsorships to be processed electronically, by direct deposit.

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3 Allotments (Continued)

O Program Outreach Targeted Activities – Project Code A026 (Included in Supplies (OC 26)) (Continued)

Important: Funding to purchase for promotional items for giveaways will not be approved for outreach events and activities in FY 2010.

The funds allotted are authorized solely for the designated program outreach targeted initiatives and activities as noted and approved by OS for costs about the following.

Program Outreach Targeted Items	BOC/Sub-Object Code 25
Booth space rental, registration fees, and workshop registration	2586.00
Sponsorships	2540.00

P Public Promotion of the Agency Outreach – Project Code A028 (Included in Supplies (OC 26))

Each State Office was allotted \$2,000 in Fund 84 Supplies (OC 26) to conduct general public contact events. The funds will be limited to the following 2 expenses:

- event participation fees, such as rental space, exhibits, and miscellaneous supplies
- promotional items carrying FSA’s web site address.

These items should be coded using project code A028. These funds are **not** associated with specific objectives or targeted audiences.

Public promotion of FSA outreach allotments are under the control of OEA under the Office of the Administrator. Contact OEA for questions about proper use of this allotment.

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4 Action

A Action on Federal Allotment

State Offices shall monitor all expenses within their respective allotment totals and ensure that expenses do **not** exceed the total Federal allotment. Allotments have been loaded into the Business Objects tool in the Budget Status and Forecast Model.

B Action on Non-Federal Allotment

Allotments have been loaded into the Business Objects tool in the Budget Status and Forecast Model. State Offices shall administer County Office allotments according to the following.

Step	Action
1	Determine and issue operating expense allotments to County Offices to pay administrative operating expenses for FY 2010.
2	Hold a reasonable reserve at the State Office to cover non-Federal expenditures made on behalf of County Offices.
3	Advise County Offices by a single State Office notice that all FY 2010 administrative payments issued to date, before receiving this additional allotment, are to be applied to the total allotment.
4	Monitor all expenses within their respective allotment totals and ensure that expenses do not exceed the total non-Federal allotment.

State Office Allotments for Outreach and Public Affairs

State Office Allotments for Outreach and Public Affairs					
State	Total Targeted Events (A and B) Allotment	Total Targeted Events (C) Allotment	Total Outreach Allotment (A026) (BOC 25.1) Other Services	Public Promotion Allotment (A028) BOC 26 (Supplies)	
MWA	Illinois	\$7,786	\$4,800	\$12,586	\$2,000
	Indiana	39,650	0	39,650	2,000
	Iowa	18,637	0	18,637	2,000
	Michigan	26,700	0	26,700	2,000
	Minnesota	17,280	200	17,480	2,000
	Missouri	10,925	50	10,975	2,000
	Ohio	25,778	0	25,778	2,000
	Wisconsin	43,335	0	43,335	2,000
		190,091	5,050	195,141	16,000
NEA	Connecticut	293	0	293	2,000
	Delaware	0	0	0	2,000
	Maine	17,780	200	17,980	2,000
	Maryland	14,500	2,150	16,650	2,000
	Massachusetts	1,250	0	1,250	2,000
	New Hampshire	7,150	0	7,150	2,000
	New Jersey	0	0	0	2,000
	New York	0	0	0	2,000
	Pennsylvania	0	0	0	2,000
	Rhode Island	0	0	0	2,000
	Vermont	3,112	0	3,112	2,000
West Virginia	7,890	0	7,890	2,000	
	51,975	2,350	54,325	24,000	
NWA	Alaska	0	0	0	2,000
	Idaho	26,280	500	26,780	2,000
	Montana	8,600	1,000	9,600	2,000
	Nebraska	13,333	0	13,333	2,000
	North Dakota	8,200	5,000	13,200	2,000
	Oregon	0	0	0	2,000
	South Dakota	25,220	0	25,220	2,000
	Washington	19,000	0	19,000	2,000
	Wyoming	0	0	0	2,000
	100,633	6,500	107,133	18,000	
SEA	Alabama	13,390	0	13,390	2,000
	Arkansas	20,906	0	20,906	2,000
	Florida	38,600	0	38,600	2,000
	Georgia	1,585	0	1,585	2,000
	Kentucky	9,865	0	9,865	2,000
	Louisiana	1,501	0	1,501	2,000
	Mississippi	0	0	0	2,000
	North Carolina	0	0	0	2,000
	Puerto Rico	0	0	0	2,000
	South Carolina	0	0	0	2,000
	Tennessee	0	0	0	2,000
	Virginia	12,875	0	12,875	2,000
		98,722	0	98,722	24,000
SWA	Arizona	24,050	0	24,050	2,000
	California	41,973	600	42,573	2,000
	Colorado	1,350	0	1,350	2,000
	Hawaii	9,000	0	9,000	2,000
	Kansas	19,420	0	19,420	2,000
	Nevada	8,595	2,500	11,095	2,000
	New Mexico	69,750	0	69,750	2,000
	Oklahoma	61,375	150	61,525	2,000
	Texas	4,526	0	4,526	2,000
	Utah	55,400	0	55,400	2,000
	295,439	3,250	298,689	20,000	
Grand Total	\$736,860	\$17,150	\$754,010	\$102,000	