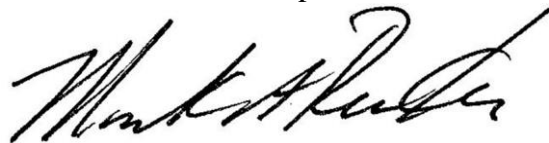


For: State Offices

**FY 2015 Guidance and Instructions for State Administrative Budget Requests**

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



---

**1 Overview**

**A Background**

On May 5 and 7, 2015, State Offices received OBF training on the web-based Allotment Planning and Management (APM) application. The APM application is:

- a set of tools used to improve budget planning and execution in the Financial Management Modernization Initiative (FMMI) framework
- comprised of input-ready planning layouts and reports to facilitate the needs of executives, managers, and analysts.

**B Purpose**

This notice provides instructions for requesting additional State Fund 87 and Fund 84 administrative funding. All requests for additional funding, or any funding adjustments, should be submitted through the APM application. The APM application is available for 15 workdays at the beginning of each month to enter funding and reprogramming requests. A monthly notification will be sent to the budget contacts announcing when the APM application is open and the dates the APM application will close.

**2 Action**

**A Submitting Funding Requests for Processing**

State Office budget contacts **must** submit all funding adjustment requests, with justification for processing, to the National Office budget analysts by the APM application. The APM application will **not** allow a submission to be forwarded to the National Office budget analyst without a justification entered into the comments section. The comments entered should include a brief description for the request.

---

Disposal Date	Distribution
January 1, 2016	State Offices

## Notice BU-762

### 2 Action (Continued)

#### A Submitting Requests for Processing (Continued)

The National Office budget analyst will review the comments and may request a further explanation or justification for the purpose of the request and an analysis of the total non-personnel operating expenses based on the current allotment (that is, can the request increase be absorbed within the total available State allotment levels by reprogramming between BOC's).

**Note:** The comments section in the APM application is limited to 60 characters.

The request will then be reviewed, accepted, adjusted, or rejected by the National Office budget analyst. After requests have been approved, adjusted, or rejected, the State budget contact will receive an e-mail from the APM application indicating the action taken.

Following is the internal FSA and/or OBF approval process and thresholds for processing Fund 87 and Fund 84 funding requests based on funding limits and approval authorities.

- **Requests Under \$10,000**

For State Office requests, the National Office OBF budget analyst and OBF branch chief has the authority to approve, adjust, or reject requests under \$10,000. Approved allotment changes will be adjusted in the APM application.

- **Requests Between \$10,000 and \$25,000**

For State Office requests, the National Office OBF budget analyst and OBF branch chief or OBF section head, with concurrence from DAFO, have the authority to approve, adjust, or reject requests between \$10,000 and \$25,000. Approved allotment changes will be adjusted in the APM application.

- **Requests Over \$25,000**

For State Office requests, the OBF branch chief or OBF section head and chief financial officer, with concurrence from DAFO, have the authority to approve, adjust, or reject requests over \$25,000.

**Note:** This is a 2-stage approval process in the APM application, with the National Office OBF budget analyst doing the initial review and processing, and the OBF branch chief or OBF section head making the final approval.

Approved allotment requests will be adjusted in the APM application. OBF will make every effort to respond to State budget adjustment requests within 5 workdays.

State Office budget contacts may contact their respective OBF budget analyst (subparagraph B) with questions about approved, adjusted, or rejected requests.

**Notice BU-762**

**2 Action (Continued)**

**B Contacts**

If there are any questions, contact the National Office budget analyst.

<b>State and National Office</b>	<b>Budget Analyst Contact Information</b>
Arizona, California, Colorado, Guam, Hawaii, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah, DAFLP, and DAFP.	Lillie McComb, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:lillie.mccomb@wdc.usda.gov">lillie.mccomb@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-2201</li> <li>• FAX at 202-690-1503.</li> </ul>
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands, Virginia, and DAFO.	TC Chappelle, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:tarnya.chappelle@wdc.usda.gov">tarnya.chappelle@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-5149</li> <li>• FAX at 202-690-1503.</li> </ul>
Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia, and Office of Administrator.	LaTosha Fleming, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:latosha.fleming@wdc.usda.gov">latosha.fleming@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-8861</li> <li>• FAX at 202-690-1503.</li> </ul>
Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming, and DAM.	Ricky Williams, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:ricky.williams@wdc.usda.gov">ricky.williams@wdc.usda.gov</a></b></li> <li>• telephone at 202-772-9017</li> <li>• FAX at 202-690-1503.</li> </ul>
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin, undistributed, and DACO.	Elizabeth Hill, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:elizabeth.hill@wdc.usda.gov">elizabeth.hill@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-9862</li> <li>• FAX at 202-690-1503.</li> </ul>