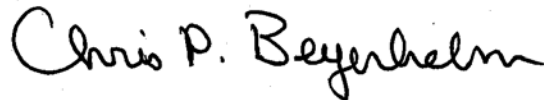


For: State Offices

FY 2016 Full Year Administrative Allotments

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

On December 18, 2015, the president signed Pub. L. 114-113 Consolidated Appropriations Act, 2016. This notice issues FY 2016 full year administrative allotments to State and County offices.

B Purpose

This notice issues:

- State Offices full year allotments for federal personnel and operating expenses:
 - Combined D and R Fund 84 (Exhibit 1)
 - Direct Fund 84 (Exhibit 2)
 - Reimbursable (Agriculture Credit Insurance Fund (ACIF) and A&R) Fund 84 (Exhibit 3)
- State Offices full year allotments for non-federal personnel and operating expenses:
 - Combined D and R Fund 87 (Exhibit 4)
 - Direct Fund 87 (Exhibit 5)
 - Reimbursable (Agriculture Credit Insurance Fund (ACIF) and A&R) Fund 87 (Exhibit 6)

Note: Allotment levels in Exhibits 1 and 2 include funding for FY 2016 outreach and educational services. A breakout of the outreach and educational services allotment distribution, by State, is provided for informational purposes in Exhibit 7.

Disposal Date	Distribution
October 1, 2016	State Offices

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1 Overview (Continued)

C Anti-Deficiency Act

State Offices are responsible for ensuring that spending does not exceed amount allotted to each office.

D Contacts

If there are questions about allotments, contact the appropriate BUD analyst according to this table.

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

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1 Overview (Continued)

D Contacts (Continued)

If additional assistance is required, contact either of the following:

- Richard Cornell, Section Chief by:
 - e-mail to **Richard.cornell@wdc.usda.gov**
 - telephone at 202-772-6027
- Tunya Armstead, Branch Chief by:
 - e-mail to **Tunya.armstead@wdc.usda.gov**
 - telephone at 202-720-0160.

2 FY 2016 Budget Execution

A Advances and Reimbursements (A&R)

For A&R Funds (reimbursements), allotments will be increased in Application Planning Management (APM) once obligations are recorded in the accounting system. Funding requested for A&R in Fund 84 and Fund 87 has been included in the ACIF exhibits.

- Once FMS Form 7600A & B, Interagency Agreement (IAA) are signed and entered by FMD, A&R allotments in BPMS will be increased to match the FMMI A&R allotments.
- Reprogramming will not be allowed from A&R to Direct funds or from A&R to ACIF funds.
- Funds provided in an agreement must be used for the activity specified and cannot be reprogrammed. Reprogramming of A&R funding from within BOC categories will not be allowed.

B Reprogramming

State Offices:

- will not be allowed to reprogram funds between personnel and operating expenses
- are allowed to reprogram:
 - between operating budget object classes with the exception of rent, communications/utilities, other rental and contracts (BOC's 23.3 Comm/Utilities, 23.3 Other Rental and 25.0 Services)
 - funds into contracts but not allowed to reprogram funds from contracts.

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3 FY 2016 Allotment Distribution Process - Personnel Expenses

A Salaries and Benefits (OC 11, and 12)

Salaries and benefits allotments for permanent full-time (PFT) are based on employment levels as of December 2015. The following process was used to calculate PFT salaries and benefits.

- The average cost per staff year for salaries and benefits for Direct and ACIF funding were determined for each office based on actual salary and benefits from the EIS Report.
- The average work year cost was multiplied by employment levels (December 2015) divided by the total number of workdays (262) in the year to determine the daily burn rate. The daily burn rate was multiplied by the remaining workdays in the year (196) to determine projected salary and benefit data from January through September. The projected salary and benefit data was added to the actual PFT salary data from October through December.
- BUD analysts will monitor salary and benefits execution throughout the year. Full year allotments may be adjusted on a quarterly basis to align spending rates based on actual employment levels and projected hiring, not to exceed the ceiling.
- The lump sum allotments are based on obligations from October through December. Budget analysts will increase lump sum allotments monthly as obligations occur in the accounting system.
- Relocation requests are not included in this allotment distribution. A future notice will address FSA's policy about relocation incentives (bonus and reimbursement). Requests for FY 2016 relocation funding must be approved by DAFO before posting vacancy announcements. Approved relocation will be funded through a small reserve at the national level. BUD analysts will make the approved allotment increase entries in APM.

B Other Than PFT (OTPFT) (1130)

Full-year allotment levels for salaries and benefits for **OTPFT** employees for non-federal were calculated according to the following.

- FY 2015 salary and benefit expenses divided by actual staff year usage for FY 2015 were used to establish average cost per staff year by State for OTPFT employees.
- The OTPFT average cost per staff year was then multiplied by the FY 2016 temporary ceiling levels provided by DAFO ceiling memo dated August 18, 2015. This includes States' FY 2016 base temporary/COC/other ceiling levels, and 1st and 2nd quarter Farm Bill temporary/COC ceiling levels.

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3 FY 2016 Allotment Distribution Process - Personnel Expenses (Continued)

C Award (OC 1152, and 1153)

Award allotments are based on actual obligations for performance awards through January 2016 plus spot/extra effort awards provided in the 2016 extra effort and spot award allotments memorandum distributed to SED's on February 3, 2016.

D Overtime (OC 1170 through 1178)

Overtime allotments are based on actual obligations from October through January. Any additional overtime must be absorbed within your current allotments. Offices may reprogram from available funds within current salary and benefit allotments.

4 FY 2016 Allotment Distribution Process - Operating Expenses

A Allotment Process

In October 2015, State Offices were requested to provide DAFO with their Fund 84 and Fund 87 estimated FY 2016 non-personnel discretionary operating expense needs. DAFO has analyzed State funding requests to ensure critical State operating needs were met and DAFO FY 2016 priorities were addressed. Total State Office funding requests exceeded the approved Agency operating budget for FY 2016. As a result, some State requested levels were reduced to meet available funding. A small reserve is being held at the national level to assist with additional FLOT and COT travel needs later in the fiscal year.

B Travel and Relocation (OC 21)

Allotments include funding to support COC, DD, STC, and managers' face-to-face meetings, State and county office level local travel and TDY travel.

As applicable, allotments include funding for on-board COT/FLOT training, shared management related travel, GOV cars and State-directed training travel.

FY 2016 COT/FLOT training travel allotments were based on an analysis of State Office requested levels and onboard COT/FLOT levels through February. States needing additional FY 2016 COT/FLOT travel funds are asked to evaluate total available FY 2016 travel allotments to determine if COT/FLOT travel needs can be absorbed before requesting reserve funding from DAFO.

As outlined in subparagraph 3 A, relocation requests are not included in this allotment distribution. A future notice will address FSA's policy about relocation incentives (bonus and reimbursement). Requests for FY 2016 relocation funding must be approved by DAFO before posting vacancy announcements. Approved relocation will be funded through a small reserve at the national level. BUD analysts will make the approved allotment increase entries in APM.

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4 FY 2016 Allotment Distribution Process - Operating Expenses (Continued)

B Travel and Relocation (OC 21) (Continued)

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

FSA’s Gainsharing Travel Savings Program pays a cash payment to employees who save the Government money while on TDY travel. These payments are not considered to be “awards” rather they are payments when actual cost savings have occurred. For the payment to be processed and taxes withheld they must be processed through the award system. 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 savings to the Government. These requests must be entered by the State’s budget contact into the APM application system.

For travel that has been approved as Washington-directed (WDC) travel, the State Office will receive guidance from the appropriate National Office program office. The guidance will provide a central line of accounting for WDC travel.

C Transportation of Things (OC 22)

Allotments include funding for:

- shipment of county records to the National Records Center
- GSA leased vehicles (trucks) based on FY 2015 obligations.

Costs associated with leased vehicles from GSA MPOL coded as “trucks” will continue to obligate against transportation of things.

D Rent, Communication and Utilities (OC 23)

Full year allotments are based on actual 2016 obligations. Any additional increases will be adjusted in APM as obligations post to the accounting system.

Note: States will not be allowed to reprogram excess funds from this BOC (23.2 Non GSA Rent, 23.3 Communication/Utilities and 23.3 Other Rental).

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4 FY 2016 Allotment Distribution Process - Operating Expenses (Continued)

E Postage (OC 23.3)

Allotments include funding to support routine mailing expenses and county office newsletters.

States should continue to use GovDelivery and other forms of ecommerce where possible or as authorized.

A&R allotments will be entered by your BUD analyst once FMD, Kansas City has input the data provided by the applicable reimbursable agreement into FMFI.

F Printing and Reproduction (OC 24)

Allotments include funding to support printing costs associated with commercial printing, newsletters, and training material.

State Offices should continue to use electronic distribution of handbooks, forms, newsletters, State amendments, GovDelivery, and Share point when possible or as authorized. State Offices should continue to be prudent in using color images and printing. States should fully utilize high volume EDS copying equipment when possible.

G Other Services (OC 25)

Allotments include funding to support State requested needs. State Offices are allowed to reprogram funds into contracts but not allowed to reprogram funds from contracts.

H FLP Appraisers Travel, Training/Tuition/Books, and Fees

Funds for State appraisers allotted in Notices BU-765 and BU-767 were not included in this allotment. These funds will be added to the State's allotment after the FY 2016 full year allotments have been loaded in the APM application. Funding for State appraisers travels, training/tuition/ books and fees for the remainder of FY will be issued in future notices.

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4 FY 2016 Allotment Distribution Process - Operating Expenses (Continued)

I Supplies and Materials (OC 26)

Allotments were distributed based on available funding and include funding to support the purchase of copier/printer toner replacements and supplies.

States should use KC warehouse to access supplies

(<http://fsaintranet.sc.egov.usda.gov/fsa/>) and follow link to “State/County Supplies” for CD’s, file boxes, back-up tapes, etc). Use GSA Advantage for basic office supplies – pens, folders, clips, envelopes, etc.

J Equipment and Furniture (OC 31)

Allotments were distributed based on available funding and include funding to support the purchase or replacement of critical office equipment needs.

K Insurance Claims and Indemnities (BOC 42)

No allotment for insurance claims and indemnities is being provided.

L Interest and Dividends (OC 43)

No allotment for interest and dividends is being provided.

M Outreach and Educational Services (BOC 21 and 25)

Limited funding is available for outreach travel and educational services. This funding is to support the State’s strategic outreach plan and expand FSA program education.

The following process was used to distribute available funding. Exhibit 7 provides State distribution levels for outreach.

- **Fund 84:** funding was based on FY 2015 outreach allocations and expenses tracked in OTIS. Special considerations were made accordingly for States participating in the Secretary’s StrikeForce Initiative for Rural Growth and Opportunity.
- **Fund 87:** no allotment is being provided. Counties are encouraged to request outreach funding to the State Office through OTIS as required.

Actual expenses of all events paid through the State Office using Fund 84 should also be recorded in OTIS for tracking.

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4 FY 2016 Allotment Distribution Process - Operating Expenses (Continued)

M Outreach and Educational Services (BOC 21 and 25) (Continued)

Outreach funding has been included in Fund 84 OC 21 Travel and shall be used for employee travel to outreach events. In addition, funding has been included in Fund 84 OC 25 Services and is limited to the following tangible outreach service cost items:

- booth space and/or exhibitor fees
- room, facility and/or equipment rental for FSA events
- individual speaker fee for FSA events
- employee event registration and/or conference fees
- translation/interpreter fees for an FSA outreach activity and/or event.

Note: FSA outreach funds may not be used for sponsorships, transportation, food, beverages or promotional items.

5 Action

A Action on Federal (Fund 84) and Non-Federal (Fund 87) Allotments

State Offices shall monitor all expenses within their respective personnel and non-personnel allotment totals and ensure that expenses do **not** exceed their total allotments. See Exhibit 1 for federal combined allotments and Exhibit 4 for non-federal combined allotments.

B Budget Request Guidance

All funding and reprogramming requests must be submitted through APM. The model is available for reprogramming and additional funds requests on a quarterly basis. A notification will be sent out to the budget contacts announcing when the model is open and the dates the model will close.

All requests for funding must have a justification. The APM model will not allow a submission to be forwarded to your National Office budget analyst without a justification. The justification should include, at a minimum, an analysis of your total non-personnel operating execution based on your current allotments. Your National Office budget analyst will review and validate your request.

5 Action (Continued)

B Budget Request Guidance (Continued)

The following is the approval process for State Office requests based on funding limits.

- **Request under \$10K:**

National Office budget analyst will approve allotments and funding will be adjusted within the APM application.

- **Request between \$10-\$25K:**

With concurrence from DAFO, the National Office budget analyst and branch/section chief will approve allotment and funding will be increased within the APM application.

- **Request over \$25K:**

With concurrence from DAFO, National Office budget analyst, branch/division/section chief and CFO will approve allotment and funding will be increased within the APM application (excluding COT/FLOT reserve funding requests).

Combined D and R Fund 84 - Federal Allotments

Table with columns: STATE NAME, FUND, Perm Salary, Lump Sum, OTTT Salary, Awards, Overline, Pts. Serv., Payrol, Former, Travel, Transp, Non-GA, Comm, Other Detail, Postage, Printing, Advisory, Other Serv., other Govt, Fed, Other/Main, Supplies, Total Full Year Allotment. Rows include various states like California, Texas, New York, etc., and summary rows for Total MAJ Fund 84 and Total MINA Fund 84.

Direct Fund 87 - Non-Federal Allotments

Direct Fund 87 - Non-Federal County Office Allotments

Table with columns: STATE NAME, FUND CENTER, Perm Salary, Lump Sum, OTR Salary, Awards, Overtime, Pct. Svc., Payroll, Framer, Travel, Things, Rent, Utilities, Other Benefit, Postage, Printing, Advisory Serv., Other Serv., other Govt. Serv., Opt/Man., Opt/Man., Opt/Man., Supplies, Equipment, Total/Full Year. Rows include various states like Alabama, Arizona, California, Colorado, etc.

Breakout of Outreach Funds Included in Fund 84 - Federal Allotments

Fund 84 Direct - Outreach Breakout for Informational Purposes - Outreach Funds are included in Exhibit 2 (Fund 84 Direct) Allotments												
STATE NAME	BOC 21.0 Travel	BOC 22.0 Transp of Things	BOC 23.3 Postage	BOC 24 Printing	BOC 25.1 Advisory Serv.	BOC 25.2 Other Serv.	BOC 25.3 other Govt Serv.	BOC 25.4 Faci Ops/Main.	BOC 25.7 Eqp Ops/Main	BOC 26 Supplies	BOC 31 Equipment	Total Full Year
Illinois	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Indiana	1,000	0	0	0	0	2,000	0	0	0	0	0	3,000
Iowa	1,000	0	0	0	0	2,000	0	0	0	0	0	3,000
Michigan	500	0	0	0	0	1,500	0	0	0	0	0	2,000
Minnesota	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Missouri	3,000	0	0	0	0	2,000	0	0	0	0	0	5,000
Missouri	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Ohio	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Wisconsin	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Total NWA, Fund 84	12,500	0	0	0	0	17,500	0	0	0	0	0	30,000
Connecticut	500	0	0	0	0	1,500	0	0	0	0	0	2,000
Delaware	500	0	0	0	0	1,500	0	0	0	0	0	2,000
Maine	1,000	0	0	0	0	2,000	0	0	0	0	0	3,000
Maryland	650	0	0	0	0	1,350	0	0	0	0	0	2,000
Massachusetts	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
New Hampshire	500	0	0	0	0	1,500	0	0	0	0	0	2,000
New Jersey	500	0	0	0	0	1,500	0	0	0	0	0	2,000
New York	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Pennsylvania	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Rhode Island	500	0	0	0	0	1,500	0	0	0	0	0	2,000
Vermont	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
West Virginia	1,000	0	0	0	0	2,000	0	0	0	0	0	3,000
Total NEA, Fund 84	9,150	0	0	0	0	16,850	0	0	0	0	0	26,000
Alaska	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Idaho	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Montana	2,500	0	0	0	0	2,500	0	0	0	0	0	5,000
Nebraska	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
North Dakota	2,500	0	0	0	0	2,500	0	0	0	0	0	5,000
Oregon	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
South Dakota	2,500	0	0	0	0	2,500	0	0	0	0	0	5,000
Washington	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Wyoming	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Total NWA, Fund 84	13,500	0	0	0	0	13,500	0	0	0	0	0	27,000
Alabama	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Arkansas	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Florida	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Georgia	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Kentucky	500	0	0	0	0	4,500	0	0	0	0	0	5,000
Louisiana	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Mississippi	1,000	0	0	0	0	4,000	0	0	0	0	0	5,000
North Carolina	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
South Carolina	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Tennessee	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Virginia	1,000	0	0	0	0	4,000	0	0	0	0	0	5,000
Puerto Rico	1,000	0	0	0	0	1,000	0	0	0	0	0	2,000
Virgin Islands	0	0	0	0	0	0	0	0	0	0	0	0
Total SEA, Fund 84	19,500	0	0	0	0	37,500	0	0	0	0	0	57,000
Arizona	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
California	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Colorado	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Hawaii	1,000	0	0	0	0	1,500	0	0	0	0	0	2,500
Guam	0	0	0	0	0	0	0	0	0	0	0	0
Kansas	300	0	0	0	0	2,200	0	0	0	0	0	2,500
Nevada	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
New Mexico	2,500	0	0	0	0	2,500	0	0	0	0	0	5,000
Oklahoma	500	0	0	0	0	2,500	0	0	0	0	0	3,000
Texas	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Utah	2,000	0	0	0	0	3,000	0	0	0	0	0	5,000
Total SWA, Fund 84	16,300	0	0	0	0	26,700	0	0	0	0	0	43,000
Subtotal, States, Fund 84	70,950	0	0	0	0	112,950	0	0	0	0	0	183,000