

For: State and County Offices

Reimbursable Agreements for FY 2010

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Procedure for executing FSA-875's was covered in Notice AS-2169. New FSA 875's are to be completed according to Notice AS-2169.

B Purpose

This notice describes policies for completing new FSA-875's and collecting rent from other entities.

C Contact

If there are questions about this notice, contact the following.

Location	Contact
County Office	State Office
State Office	<p>Terry Luehrs, Branch Chief, Financial Reporting Support Group (FRSG), Financial Accounting Office (FAO), FMD by either of the following:</p> <ul style="list-style-type: none"> • e-mail at terry.luehrs@kcc.usda.gov • telephone at 816-926-1142. <p>Note: For billing or payment questions, contact Traci Hayes by either of the following:</p> <ul style="list-style-type: none"> • e-mail at traci.hayes@kcc.usda.gov • telephone at 816-823-3192.

Disposal Date

October 1, 2010

11-9-09

Distribution

State Offices; State Offices relay to County Offices

Notice AS-2199

2 New FSA-875's

A New, Succeeding, and Renewal Month-to-Month Leases and Lease Amendments

An FSA-875 is required for all types of leases. FSA-875's should be fully executed and sent to FMD, FAO, FRSG before any change in existing terms.

B Month-to-Month Agreements

A new FSA-875 with an effective date of October 1, 2009:

- **is** required if the expiration date in block 6b on the current agreement is September 30, 2009
- **is not** required if "month-to-month" appears in block 6b.

3 Verification of Data

A Spreadsheets

A spreadsheet which shows current reimbursable information on file at FMD, FAO, FRSG will be sent to each State Office under separate cover. Each State Office shall update the information, as needed.

B Miscellaneous Obligation (MO) Numbers

Each State shall enter the applicable MO numbers on the spreadsheet and sign the spreadsheet to certify the accuracy of information contained therein.

C Due Date

The certified spreadsheet shall be submitted to FMD, FAO, FRSG no later than **December 4, 2009**.

4 Space Assignment

A GSA Delegation of Authority

None of the GSA delegations shall provide authorization for agencies to conduct procurements on behalf of or to collect rent from non-USDA agencies.

B Recording USDA and Non-USDA Space on FSA-875

Both USDA and non-USDA agencies may be listed on the back side of FSA-875, items 13 and 14, but only USDA agencies shall be listed on the front side of FSA-875, items 8 through 11.

Partner agencies of NRCS may be listed separately on the reverse side of FSA-875 but **must** be combined with NRCS on the front side of FSA-875, items 8 through 11 so that NRCS can be billed for their space.