

For: State Offices

Real Property Space Budget Justification for FY 2013

Approved by: Deputy Administrator, Management



1 Overview

A Background

The USDA Office of Procurement and Property Management has directed USDA Agencies to provide information about rental space, structures, facilities, land, and building services in support of Agency space budget justification, on an annual basis, according to OMB Circular A-11 (2008). OMB uses this information to evaluate Agency budget requests in the context of cost and personnel changes (for example, downsizing). GSA uses this information to refine its estimates of rental costs. Information being collected will be used to support FSA's FY 2013 budget cycle.

Exhibit 54, "Field Verification Report" has been developed to collect the required justification.

B Purpose

This notice informs:

- FSA State Office administrative officers, in coordination with Real Property Leasing Officers (RPLO's), to:
 - review the Denied GSA Delegation spreadsheet that will be provided by e-mail to administrative officers and RPLO's
 - review Exhibit 54 that will be provided by e-mail to administrative officers and RPLO's
 - enter the required data into the Exhibit 54 template that will be provided by the National Leasing Office (NLO) through e-mail to administrative officers and RPLO's
- State Offices to submit the **verified** Exhibit 54 by e-mail to Julius Byrd, MSD, Property and Facilities Management Branch (PFMB) by e-mail to **julius.byrd@wdc.usda.gov**.

Disposal Date	Distribution
September 1, 2011	State Offices

Notice AS-2217

1 Overview (Continued)

C Contact Information

State Offices that require additional information shall contact Julius Byrd, MSD, PFMB by either of the following:

- e-mail to julius.byrd@wdc.usda.gov
- telephone at 202-401-0010.

2 Space Budget Justification

A General Information

Exhibit 54 is a process to convey State Office space budget justifications to GSA for GSA-controlled spaces that FSA either currently occupies and/or will occupy. This lease information is provided in the Exhibit 54 format. OMB uses this information to evaluate State budget requests for rent in the context of lease and program changes and (for example, downsizing and/or disposal). It is crucial to ensure that changes to State GSA-controlled spaces (expansions, reductions, extensions, and new leases) are accounted for and reflected in the Exhibit 54 format.

B Exhibit 54 Verification Is Crucial

Rental payments, because of FSA's occupancy in the related space, are made to a Central Rent Account from GSA. Errors on Exhibit 54 could result in a shortage or lack of funds, as determined by OMB. The States may then be required to fund the leasing activities from their State allotments.

C FSA State Office Verification Process

State Offices and RPLO's shall review Exhibit 54 and the Denied GSA Delegation spreadsheets that will be sent by e-mail. Exhibit 54 reflects FSA leases by Bureau Code. Bureau Code:

- "1201" is for FSA State Office leases
- "1293" is for FSA County Office leases.

If the GSA-controlled lease is not reflected on Exhibit 54 in either Bureau Code 1201 or 1293, add this information to Exhibit 54 and attach the signed GSA Occupancy Agreement (OA). If the State Office lease is listed on the Denied GSA Delegation spreadsheet, GSA will process the procurement of the FSA lease. GSA will issue OA to the FSA State Office warranted Real Property Leasing Officer or NLO. Include this lease information on Exhibit 54 and attach the signed OA. As outlined in Exhibit 54, State Office lease input will include the rate per square foot, square footage of the space, annual rate, and OA number. Include the actual and/or proposed dates of occupancy. The occupancy date is very important because it determines which FY's (2011, 2012, 2013) funding for the lease will be effective. The requested Exhibit 54 information **must** be e-mailed to julius.byrd@wdc.usda.gov, no later than **July 29, 2011**. State Office input will be compiled and forwarded to the Department for GSA and OMB reporting.