

For: State Offices

Exhibit 54 – Real Property Space Budget Justification for FY-2014

Approved by: Deputy Administrator, Management



1 Overview

A Background

GSA has directed USDA agencies to provide information about rental for space, structures, facilities, and land and building services in support of FSA's space budget justification on an annual basis according to OMB Circular A-11 (2008). OMB uses this information to evaluate the Agency's budget request 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 the FY 2014 budget cycle.

B Purpose

This notice informs:

- FSA State Office Administrative Officers (AO's) to review and complete the Exhibit 54 Survey Questionnaire
- FSA State Real Property Leasing Officers (RPLO's) to review and complete the Exhibit 54 Survey Questionnaire
- FSA State Office AO's and RPLO's to coordinate 1 response for each GSA-controlled FSA State Office and/or FSA County Office lease, with SED review
- FSA RPLO's shall coordinate with FAS and RMA locations for projected GSA-controlled leased space(s) changes and complete the Exhibit 54 Survey Questionnaire
- State Office AO's or RPLO's to complete the Exhibit 54 Survey Questionnaire at the SharePoint site no later than August 31, 2012.

Disposal Date	Distribution
November 1, 2012	State Offices

1 Overview (Continued)

C Contact Information

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

- e-mail to **Julius.Byrd@wdc.usda.gov**
- telephone at 202-401-0010.

If unable to reach Julius Byrd, contact either of the following:

- George Banks, MSD by either of the following:
 - e-mail to **George.Banks@wdc.usda.gov**
 - telephone at 202-401-0058
- Christopher Finley by either of the following:
 - e-mail to **Christopher.Finley@wdc.usda.gov**
 - telephone at 202-690-2050.

2 Space Budget Justification

A General Information

Exhibit 54 Verification is a process to convey space budget justification to GSA for GSA-controlled space that FSA either currently and/or in the future occupies; this lease information is communicated in the Exhibit 54 format. OMB uses this information to evaluate budget requests for rent in the context of lease and program changes and (that is, downsizing and/or disposal). It is crucial to ensure that changes to GSA- controlled space (expansion, reduction, extension, and new lease) are accounted for and reflected in the Exhibit 54 format.

B Exhibit 54 Verification Is Crucial

Rental payments for FSA's occupancy in the related space are made to GSA from a Central Rent Account managed by the Department. 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

The Exhibit 54 Survey Questionnaire is located on FSA's SharePoint website and the link is < https://fsa.sc.egov.usda.gov/mgr/msd/rpl/exhibit_54/default.aspx?PageView=Shared>. FSA State Office AO's and RPLO's will receive notification to join the SharePoint site. Your input will be verified and compiled into the official Exhibit 54 Report and forwarded to FSA's Office of Budget and Finance and USDA's Office of Procurement and Property Management for GSA and OMB reporting.