

For: State Offices

**FY 2000 Full-Year Non-Federal County Office Allotments
and Revised Federal Employee Overtime Guidelines**

Approved by: Acting Deputy Administrator, Management



1 Overview

**A
Background**

Notice BU-567 has been made obsolete.

Check limitation funding for County Offices was issued in Notice BU-562, through December 31, 1999, because of the need to further analyze:

- fund availability
- expenditures
- workload reports
- staffing issues.

Those analyses have been completed, and full-year allotments are being provided to fund approved 11,657 non-Federal County Office staff years that includes:

- 9,496 permanent staff years
- 2,161 staff years for temporary and COC employees.

The funding availability also includes all of the \$56 million in emergency supplemental funding, provided by the Emergency Title of the FY 2000 USDA Appropriations Act, except for 100 Federal FLP positions authorized for State Offices.

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Disposal Date	Distribution
October 1, 2000	State Offices

Notice BU-568

1 Overview (Continued)

B

Purpose

This notice:

- obsoletes Notice BU-567
 - provides new non-Federal County Office allotments in Exhibit 1
 - issues full-year allotments for FY 2000 County Office administrative expenses through September 30, 2000, for payroll expenses and nonpayroll operating expenses; see Exhibit 1
 - issues a revised FY 2000 guideline for Federal employee overtime; see Exhibit 2.
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2 Allotments and Guidelines

A

Payroll and Nonpayroll Allotments

Payroll allotments include:

- salaries, agency contributions, and withholdings, including pay period 20 payroll
- a limitation for cash, performance, and quality step increase awards
- COC travel paid by NFC
- any other personnel costs that would be included on an employee's W-2.

Nonpayroll allotments include:

- County Office travel
 - rent and utilities
 - a limitation for State Office checks
 - an equipment guideline
 - all other operating expenses (postage, telephone, etc.) associated with County Offices.
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Notice BU-568

2 Allotments and Guidelines (Continued)

B

FY 2000 County Allotment Levels

The FY 2000 County allotments in Exhibit 1 are based on the following:

- EDSO-approved FY 2000 permanent employee ceiling goals, including adjustments for County Office reviewer (COR) conversions to Federal status
- funding for temporaries at a nationwide level of approximately 2,161 staff years

Note: SED's are to manage all temporaries and overtime within the allotments provided.

- other normal operating expenses including an increased spending allowance of \$900,000 over the FY 1999 equipment guideline

Note: Equipment guidelines compiled and approved by MSD are included in the nonpayroll allotment shown in Exhibit 1, column 4. State Offices will continue to have flexibility to spend at higher or lower levels for County Office equipment needs within their available funds.

- workload reports
 - an average 4.8 percent pay cost increase beginning in January 2000.
-

C

FY 2000 Guideline for Federal Employee Overtime

EDSO has established an overtime guideline for State Office Federal employees to meet peak workload demands, primarily for the farm loan servicing activities. Exhibit 2 provides an additional \$300,000 of FY 2000 available funding to States. Each State must stay within the approved guideline established by DAM and EDSO. The guideline is not an allotment, but Federal overtime expended will be charged to each State in the Agency accounting system and will be monitored by EDSO and BUD.

Notice BU-568

3 Action

A State Office Action

State Offices shall:

- determine and issue full-year nonpayroll allotments, Exhibit 1, column 4, to County Offices to pay administrative operating expenses for all of FY 2000

Note: The awards allotment is included in the payroll allotment, Exhibit 1, column 2.

- hold a reasonable reserve at the State Office level to cover expenditures made for County Offices
- advise County Offices, by a single State notice:
 - to adjust FY 2000 CCC-514, by recording the additional nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"
 - that all FY 2000 administrative payments issued to date, before receiving this additional allotment, are to be applied to the total allotment
- monitor **all** payroll expenses as well as nonpayroll check limitation issued to County Offices for all other operating expenses against the total State allotment
- remind County Offices to properly code checks for **all** operating expenses according to 115-FI

Note: Correct coding on checks, as opposed to the general use of "OE", can be a major factor in determining the proper allotment for each State in the current and succeeding years.

- advise KCMO, on FSA-510, of additional nonpayroll check limitation issued to County Offices, and **FAX a copy to BUD at 202-690-3902**

Note: FSA-510's shall include check limitation and withholdings/agency contributions for pay period 20 payroll.

- advise BUD in writing, through EDSO, of any needed adjustments in the total County Office allotment and provide justification for the adjustment.

B Obsolete Notice

Notice BU-567 is obsolete.

FY 2000 Full-Year County Office Allotments

FY 2000 NON FEDERAL COUNTY OFFICE ALLOTMENTS					
STATE	AWARDS ALLOTMENT (Included in Col. 2) (1)	SUBTOTAL 1/ PAYROLL ALLOTMENT (2)	EQUIPMENT ALLOTMENT (Included in Col. 4) (3)	SUBTOTAL 2/ NON-PAYROLL ALLOTMENT (4)	TOTAL 3/ COUNTY OFFICE ALLOTMENT (Columns 2+4) (5)
Illinois	\$97,691	\$25,458,000	\$5,000	\$6,758,000	\$32,216,000
Indiana	63,171	16,693,000	146,435	4,604,000	21,297,000
Iowa	116,694	30,666,000	206,120	6,984,000	37,650,000
Michigan	42,632	11,134,000	101,430	4,116,000	15,250,000
Minnesota	82,606	21,149,000	182,370	5,257,000	26,406,000
Missouri	77,859	21,022,000	86,350	6,242,000	27,264,000
Ohio	62,671	16,537,000	168,390	3,557,000	20,094,000
Wisconsin	65,622	16,799,000	449,987	4,502,000	21,301,000
TOTAL MWA	\$608,945	\$159,458,000	\$1,346,082	\$42,020,000	\$201,478,000
Connecticut	\$3,193	\$857,000	\$2,500	\$292,000	\$1,149,000
Delaware	2,278	555,000	1,702	175,000	730,000
Maine	7,698	1,983,000	46,740	912,000	2,895,000
Maryland	10,787	2,751,000	40,650	762,000	3,513,000
Massachusetts	4,591	1,238,000	12,075	359,000	1,597,000
New Hampshire	2,693	715,000	10,440	497,000	1,212,000
New Jersey	4,246	983,000	7,500	540,000	1,523,000
New York	30,170	7,591,000	96,195	3,081,000	10,672,000
Pennsylvania	31,620	8,253,000	204,473	2,509,000	10,762,000
Rhode Island	846	202,000	2,500	34,000	236,000
Vermont	4,073	968,000	5,000	526,000	1,494,000
Virgin Islands	242	44,000	0	5,000	49,000
West Virginia	16,897	4,370,000	24,800	1,449,000	5,819,000
TOTAL NEA	\$119,335	\$30,510,000	\$454,575	\$11,141,000	\$41,651,000
Alaska	\$1,053	\$295,000	\$5,000	\$161,000	\$456,000
Idaho	22,593	5,999,000	110,500	2,070,000	8,069,000
Montana	43,046	10,971,000	124,430	3,763,000	14,734,000
Nebraska	82,450	21,699,000	207,000	4,476,000	26,175,000
North Dakota	60,289	15,239,000	86,005	3,869,000	19,108,000
Oregon	14,446	3,948,000	49,300	1,708,000	5,656,000
South Dakota	62,671	16,536,000	132,500	4,432,000	20,968,000
Washington	17,501	4,563,000	114,000	1,868,000	6,431,000
Wyoming	11,271	2,982,000	110,096	993,000	3,975,000
TOTAL NWA	\$315,320	\$82,232,000	\$938,831	\$23,340,000	\$105,572,000

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FY 2000 Full-Year County Office Allotments (Continued)

FY 2000 NON FEDERAL COUNTY OFFICE ALLOTMENTS					
STATE	AWARDS ALLOTMENT (Included in Col. 2) (1)	SUBTOTAL 1/ PAYROLL ALLOTMENT (2)	EQUIPMENT ALLOTMENT (Included in Col. 4) (3)	SUBTOTAL 2/ NON-PAYROLL ALLOTMENT (4)	TOTAL 3/ COUNTY OFFICE ALLOTMENT (Columns 2+4) (5)
Alabama	\$40,664	\$10,601,000	\$173,583	\$2,524,000	\$13,125,000
Arkansas	49,173	12,997,000	5,000	2,275,000	15,272,000
Florida	21,143	5,422,000	134,620	1,695,000	7,117,000
Georgia	66,399	17,550,000	186,765	2,790,000	20,340,000
Kentucky	68,936	17,252,000	228,470	4,247,000	21,499,000
Louisiana	36,833	9,549,000	44,350	2,604,000	12,153,000
Mississippi	51,918	13,621,000	197,700	4,329,000	17,950,000
North Carolina	77,203	19,840,000	156,980	3,374,000	23,214,000
Puerto Rico	2,002	298,000	0	1,000	299,000
South Carolina	28,600	7,523,000	179,065	2,008,000	9,531,000
Tennessee	61,549	16,181,000	236,401	3,997,000	20,178,000
Virginia	39,007	10,103,000	431,800	3,592,000	13,695,000
TOTAL SEA	\$543,427	\$140,937,000	\$1,974,734	\$33,436,000	\$174,373,000
Arizona	\$7,128	\$1,798,000	\$25,000	\$700,000	\$2,498,000
California	25,424	6,501,000	97,684	2,625,000	9,126,000
Colorado	27,995	7,225,000	156,234	2,291,000	9,516,000
Hawaii	2,157	575,000	5,000	65,000	640,000
Kansas	93,428	23,913,000	377,500	6,921,000	30,834,000
Nevada	3,314	883,000	25,821	297,000	1,180,000
New Mexico	12,755	3,331,000	34,201	856,000	4,187,000
Oklahoma	51,728	13,256,000	170,100	3,262,000	16,518,000
Texas	142,238	37,647,000	607,000	11,432,000	49,079,000
Utah	11,806	3,110,000	59,260	914,000	4,024,000
TOTAL SWA	\$377,974	\$98,239,000	\$1,557,800	\$29,363,000	\$127,602,000
TOTAL ALL AREAS	\$1,965,000	\$511,376,000	\$6,272,022	\$139,300,000	\$650,676,000

1/ The Subtotal Payroll Allotment (Column 2) includes ALL payroll costs.
 2/ Check Limitation issued to County Offices shall include ONLY Non-Payroll Allotment (Column 4) and also the one-time funds for PP 20 payroll expense.
 3/ Includes ALL FY 2000 County Office Allotments previously issued in Notices BU-560 and BU-562.

David C. Hall
 Director, Budget Division Date *January 5, 2000*

FY 2000 Federal Employee Overtime Guideline

States FY 2000 Guideline*
for Federal Employee Overtime

States	Initial Overtime Amount	Increases	Revised Overtime Amount
Alaska.....	\$3,000	\$300	\$3,300
Idaho.....	49,233	4,923	54,156
Montana.....	53,689	5,369	59,058
Nebraska.....	125,037	12,504	137,541
North Dakota.....	118,214	11,821	130,035
Oregon.....	24,534	2,453	26,987
South Dakota.....	151,412	15,141	166,553
Washington.....	26,698	2,670	29,368
Wyoming.....	14,524	1,452	15,976
Total Northwest Area.....	566,341	56,633	622,974
Alabama.....	41,872	4,187	46,059
Arkansas.....	106,312	10,631	116,943
Florida.....	26,291	2,629	28,920
Georgia.....	57,489	5,749	63,238
Kentucky.....	110,884	11,088	121,972
Louisiana.....	82,989	8,299	91,288
Mississippi.....	102,916	10,292	113,208
North Carolina.....	63,865	6,386	70,251
Puerto Rico.....	20,000	2,000	22,000
South Carolina.....	34,647	3,465	38,112
Tennessee.....	77,138	7,714	84,852
Virginia.....	30,625	3,062	33,687
Total Southeast Area.....	755,028	75,502	830,530
Arizona.....	11,124	1,112	12,236
California.....	48,435	4,843	53,278
Colorado.....	32,808	3,281	36,089
Hawaii.....	7,000	700	7,700
Kansas.....	122,506	12,251	134,757
Nevada.....	4,498	450	4,948
New Mexico.....	20,578	2,058	22,636
Oklahoma.....	142,515	14,252	156,767
Texas.....	212,817	21,282	234,099
Utah.....	32,239	3,224	35,463
Total Southwest Area.....	634,520	63,453	697,973
Illinois.....	118,227	11,823	130,050
Indiana.....	58,675	5,867	64,542
Iowa.....	176,284	17,628	193,912
Michigan.....	65,827	6,583	72,410
Minnesota.....	139,227	13,923	153,150
Missouri.....	109,210	10,921	120,131
Ohio.....	38,701	3,870	42,571
Wisconsin.....	104,402	10,440	114,842
Total Midwest Area.....	810,553	81,055	891,608
Connecticut.....	3,638	364	4,002
Delaware.....	2,609	261	2,870
Maine.....	18,627	1,863	20,490
Maryland.....	9,608	961	10,569
Massachusetts.....	11,218	1,122	12,340
New Hampshire.....	3,748	375	4,123
New Jersey.....	9,582	958	10,540
New York.....	74,669	7,467	82,136
Pennsylvania.....	51,732	5,173	56,905
Rhode Island.....	1,492	149	1,641
Vermont.....	15,539	1,554	17,093
West Virginia.....	31,096	3,110	34,206
Total Northeast Area.....	233,558	23,357	256,915
Total States.....	\$3,000,000	\$300,000	\$3,300,000

*Funds are not actually allotted, but States must stay within their guideline.