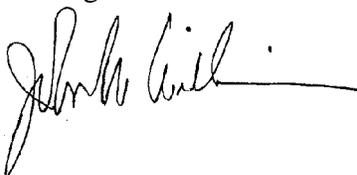


For: State Offices

**FY 2001 First Quarter County Office Allotments**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Background**

On October 28, 2000, the President signed the 2001 Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act for FY ending September 30, 2001, which includes full-year FY 2001 administrative funding for FSA.

There is a need to further assess total fund availability for FY 2001 through analysis of FY 2000 Federal and non-Federal expenditures based on final accounting data and reports for final year-end close, actual FY 2000 County Office workload, the need to cover essential ADP costs, and FY 2001 operational costs.

Pending final fund availability, a partial allotment is being issued through the first quarter of FY 2001 (October 1 through December 30, 2000). County Offices will receive full-year funding after this period or sooner as these issues are resolved.

**B**

**Purpose**

This notice:

- issues first quarter FSA County Office allotments for non-Federal administrative expenses (payroll and nonpayroll) through December 30, 2000, which is the end of pay period 26 (Exhibit 1)
- issues the designation of full-year funds for overtime for Federal employees (Exhibit 2)
- obsoletes Notices BU-582 and BU-588.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2001	State Offices

## Notice BU-589

### 2 Allotments and Guidelines

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#### A

#### FY 2001 County Office Allotment Guidelines and Levels

The FY 2001 County Office allotments in Exhibit 1 include:

- personnel staff years as determined by EDSO as of October 10, 2000
- initial funding (1<sup>st</sup> quarter) for permanent FTE's, COC's, and COC's travel
- **full** FY funding for temporary employees

**Note:** Payroll for permanent FTE's includes an estimate for within grades and promotions. This estimate does not include the proposed FY 2001 pay raise of 3.7 percent, effective January 2001.

- **total** FY award allotment funding
- funding for approved County Office CED upgrades
- initial funding (1<sup>st</sup> quarter) for nonpayroll allotments based on **actual** FY 2000 nonpayroll expenditures through September 30, 2000.

**Note:** The nonpayroll allotment includes an estimate for inflation. County Office equipment guidelines, as requested and estimated by MSD, are based on State requests and are **not** included within the allotments issued at this time. After MSD consolidates equipment requests, equipment funding guidelines will be issued in a future BU notice.

State Offices should estimate and allot only nonpayroll allotment to County Offices for all designated nonpayroll expenses. Payroll will not be allotted to County Offices. County Offices will enter the nonpayroll allotment in the automated CCC-514 ledger and County Office expense system. The quad-weekly reports will continue to be distributed to State and County Offices for the nonpayroll operating expenditures, and reported in the data warehouse (DW 1702CT). Employee travel continues to be a nonpayroll expense. COC salary and travel continues to be a payroll expense.

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#### B

#### FY 2001 Guideline for Federal Employee Overtime

In addition to initial non-Federal administrative allotments issued in Exhibit 1 for County Offices, a guideline for State Office **Federal** employee overtime has been established to meet anticipated high workload demands, including farm loan servicing activities, and selected State Office administrative functions.

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## Notice BU-589

### 2 Allotments and Guidelines (Continued)

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#### B

#### FY 2001 Guideline for Federal Employee Overtime (Continued)

Exhibit 2 provides a dollar guideline for each State for Federal employee overtime, which cannot be exceeded without a revision approved by DAM and EDSO. The guideline is not an allotment, but Federal overtime expended will be charged to the State in the Agency accounting system and will be monitored by BUD and EDSO.

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### 3 State Office Action

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#### A

#### Action

State Offices **shall**:

- determine the amount of nonpayroll allotment required for expenses in individual County Offices to pay non-Federal administrative expenses through December 30, 2000, pay period 26

**Note:** The award allotment is included in the payroll allotment, Exhibit 1, Column 3.

- hold a reasonable reserve at the State Office to cover expenditures made for County Offices for nonpayroll administrative payments
  - advise County Offices, by a State Office notice:
    - to adjust FY 2001 CCC-514 by recording nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"
    - that all FY 2001 administrative payments issued to date, before receiving this additional allotment, will be applied to the total allotment
  - monitor all personnel costs, not issued to County Offices, as well as the nonpayroll allotment issued to County Offices for all other operating expenses against the total State allotment
  - promptly advise KCFO, on FSA-510, of additional nonpayroll allotment issued to County Offices, and FAX a copy to **BUD** at **202-690-0591**
  - advise BUD of any needed adjustments in the total allotment, including any adjustments between payroll (all personnel costs) and nonpayroll allotments. Include the reasons for the adjustment.
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## FY 2001 Funding for County Offices Through December 30, 2000

FY 2001 FIRST QUARTER COUNTY OFFICE ALLOTMENTS				
STATE	Awards Allotment (1)	Non Payroll Allotment (2)	Payroll Allotment (includes col. 1) (3)	Total Allotment a/ (col's. 2+3) (4)
Illinois	\$110,800	\$1,844,000	\$9,093,000	\$10,937,000
Indiana	71,800	1,270,000	5,922,000	7,192,000
Iowa	131,500	1,935,000	10,502,000	12,437,000
Michigan	47,600	1,104,000	3,735,000	4,839,000
Minnesota	94,100	1,452,000	7,198,000	8,650,000
Missouri	85,500	1,701,000	6,616,000	8,317,000
Ohio	67,500	986,000	5,303,000	6,289,000
Wisconsin	69,200	1,191,000	4,954,000	6,145,000
<b>Total Midwest</b>	<b>\$678,000</b>	<b>\$11,483,000</b>	<b>\$53,323,000</b>	<b>\$64,806,000</b>
Connecticut	\$3,400	\$74,000	\$237,000	\$311,000
Delaware	2,100	49,000	148,000	197,000
Maine	7,300	262,000	490,000	752,000
Maryland	12,500	204,000	872,000	1,076,000
Massachusetts	4,800	99,000	427,000	526,000
New Hampshire	3,200	130,000	220,000	350,000
New Jersey	4,100	143,000	336,000	479,000
New York	31,500	872,000	2,315,000	3,187,000
Pennsylvania	34,600	675,000	2,541,000	3,216,000
Rhode Island	700	6,000	47,000	53,000
Vermont	3,600	120,000	287,000	407,000
Virgin Islands	200	5,000	20,000	25,000
West Virginia	16,900	380,000	1,213,000	1,593,000
<b>Total Northeast</b>	<b>\$124,900</b>	<b>\$3,019,000</b>	<b>\$9,153,000</b>	<b>\$12,172,000</b>
Alaska	\$1,100	\$37,000	\$100,000	\$137,000
Idaho	23,000	535,000	1,866,000	2,401,000
Montana	48,100	941,000	3,407,000	4,348,000
Nebraska	95,000	1,213,000	7,370,000	8,583,000
North Dakota	66,800	1,074,000	5,393,000	6,467,000
Oregon	15,700	465,000	1,263,000	1,728,000
South Dakota	69,500	1,006,000	5,773,000	6,779,000
Washington	19,400	432,000	1,639,000	2,071,000
Wyoming	12,500	222,000	846,000	1,068,000
<b>Total Northwest</b>	<b>\$351,100</b>	<b>\$5,925,000</b>	<b>\$27,657,000</b>	<b>\$33,582,000</b>

Continued on the next page

FY 2001 Funding for County Offices Through December 30, 2000 (Continued)

FY 2001 FIRST QUARTER COUNTY OFFICE ALLOTMENTS				
STATE	Awards Allotment (1)	Non Payroll Allotment (2)	Payroll Allotment (includes col. 1) (3)	Total Allotment a/ (col's. 2+3) (4)
Alabama	\$43,800	\$779,000	\$3,130,000	\$3,909,000
Arkansas	52,400	721,000	4,147,000	4,868,000
Florida	21,200	435,000	1,637,000	2,072,000
Georgia	74,800	825,000	5,087,000	5,912,000
Kentucky	76,800	1,164,000	5,356,000	6,520,000
Louisiana	37,300	677,000	3,097,000	3,774,000
Mississippi	56,300	1,144,000	4,149,000	5,293,000
North Carolina	81,400	920,000	5,663,000	6,583,000
Puerto Rico	0	1,000	248,000	249,000
South Carolina	30,300	531,000	2,143,000	2,674,000
Tennessee	64,700	1,117,000	4,438,000	5,555,000
Virginia	41,000	1,023,000	2,945,000	3,968,000
<b>Total Southeast</b>	<b>\$580,000</b>	<b>\$9,337,000</b>	<b>\$42,040,000</b>	<b>\$51,377,000</b>
Arizona	\$8,000	\$187,000	\$487,000	\$674,000
California	27,600	699,000	2,323,000	3,022,000
Colorado	31,900	534,000	2,354,000	2,888,000
Hawaii	2,100	17,000	171,000	188,000
Kansas	101,200	1,736,000	8,080,000	9,816,000
Nevada	3,900	73,000	251,000	324,000
New Mexico	14,600	241,000	1,030,000	1,271,000
Oklahoma	55,800	879,000	4,897,000	5,776,000
Texas	153,200	3,081,000	14,841,000	17,922,000
Utah	13,000	231,000	857,000	1,088,000
<b>Total Southwest</b>	<b>\$411,300</b>	<b>\$7,678,000</b>	<b>\$35,291,000</b>	<b>\$42,969,000</b>
<b>TOTAL ALL AREAS</b>	<b>\$2,145,300</b>	<b>\$37,442,000</b>	<b>\$167,464,000</b>	<b>\$204,906,000</b>

a/ Includes FY2001 County Office Allotments previously issued in Notice BU-582.

*Rudolf Layfield*  
Acting Director, Budget Division

10/31/00  
Date

FY 2001 Federal Employee Overtime Guideline

<b>States FY 2001 Guideline* for Federal Employee Overtime</b>	
States	Overtime Amount
Alaska.....	\$3,000
Idaho.....	\$41,000
Montana.....	\$56,000
Nebraska.....	\$118,000
North Dakota.....	\$96,000
Oregon.....	\$26,000
South Dakota.....	\$99,000
Washington.....	\$30,000
Wyoming.....	\$21,000
<b>Total Northwest Area.....</b>	<b>\$490,000</b>
Alabama.....	\$44,000
Arkansas.....	\$106,000
Florida.....	\$30,000
Georgia.....	\$87,000
Kentucky.....	\$109,000
Louisiana.....	\$93,000
Mississippi.....	\$81,000
North Carolina.....	\$86,000
Puerto Rico.....	\$36,000
South Carolina.....	\$43,000
Tennessee.....	\$83,000
Virgin Islands.....	\$2,000
Virginia.....	\$48,000
<b>Total Southeast Area.....</b>	<b>\$848,000</b>
Arizona.....	\$11,000
California.....	\$58,000
Colorado.....	\$39,000
Hawaii.....	\$5,000
Kansas.....	\$124,000
Nevada.....	\$6,000
New Mexico.....	\$19,000
Oklahoma.....	\$113,000
Texas.....	\$254,000
Utah.....	\$26,000
<b>Total Southwest Area.....</b>	<b>\$653,000</b>
Illinois.....	\$114,000
Indiana.....	\$80,000
Iowa.....	\$149,000
Michigan.....	\$64,000
Minnesota.....	\$114,000
Missouri.....	\$108,000
Ohio.....	\$59,000
Wisconsin.....	\$89,000
<b>Total Midwest Area.....</b>	<b>\$777,000</b>
Connecticut.....	\$5,000
Delaware.....	\$3,000
Maine.....	\$15,000
Maryland.....	\$14,000
Massachusetts.....	\$12,000
New Hampshire.....	\$5,000
New Jersey.....	\$13,000
New York.....	\$66,000
Pennsylvania.....	\$54,000
Rhode Island.....	\$2,000
Vermont.....	\$12,000
West Virginia.....	\$31,000
<b>Total Northeast Area.....</b>	<b>\$232,000</b>
<b>Total States.....</b>	<b>\$3,000,000</b>

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