

For: State Offices

FY 2001 Full-Year Non-Federal County Office Allotments

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The first quarter FSA County Office allotments were issued in Notice BU-589 only through December 30, 2000, because of the need to further analyze:

- FY 2001 total fund availability
- FY 2000 final accounting data
- County Office FY 2000 actual and FY 2001 estimated workload
- FY 2001 agency ADP costs and other county office operating expenses
- FY 2001 staffing issues.

Analysis has been completed, and full-year, 260 paid-for workdays, allotments are being provided to fund approved 11,956 non-Federal County Office staff years that include:

- 9,496 permanent staff years
- 2,460 staff years for all temporary and COC/MS employees.

The Salaries and Expense funding availability includes \$34.6 million of the \$50 million emergency supplemental funding provided by the emergency title of the FY 2001 USDA Appropriations Act.

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Disposal Date	Distribution
October 1, 2001	State Offices

Notice BU-594

1 Overview (Continued)

B

Purpose

This notice:

- obsoletes Notice BU-589
 - provides new non-Federal County Office allotments in Exhibit 1
 - issues full-year allotments for FY 2001 County Office administrative expenses, non-Federal payroll and nonpayroll operating expenses, through September 30, 2001, in Exhibit 1.
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2 Allotments and Guidelines

A

Payroll and Nonpayroll Allotment

Payroll allotments include funding for expenses paid through NFC. This includes:

- salaries and benefits
- a limitation for cash, performance, and quality step increase awards
- COC travel paid by NFC
- relocation
- any other personnel costs that would be included on an employee's W-2.

Nonpayroll allotments include funding for expenses paid through the County Office Expense system. This includes:

- non-Federal travel
- rent, utilities, and communications
- State Office checks issued on behalf of County Offices
- an equipment guideline
- all other operating expenses associated with County Offices.

State Offices should estimate and allot only nonpayroll allotment to County Offices for all designated nonpayroll expenses. 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 appropriate data warehouse report DW 1702CT. Payroll will not be allotted to County Offices. State Offices should refer to DW 1701CT to monitor payroll expenses versus the total available payroll allotment.

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Notice BU-594

2 Allotments and Guidelines (Continued)

B

FY 2001 County Office Allotment Guidelines and Levels

The FY 2001 non-Federal County Office allotment in Exhibit 1 is based on the following:

- EDSO-approved FY 2001:

- permanent employee ceiling goals
- temporary ceiling goals

Note: SED's are to manage temporary employees, and overtime for permanent and temporary employees within the allotments provided.

- the **average staff year costs**, for permanent, temporary, and COC/MS employees, **in FY 2000** for each State, multiplied by the EDSO ceiling goal for permanent, temporary, and COC/MS employees
- funding for approved County Office CED reclassification upgrades
- the total FY awards allotment
- full-year funding for all nonpayroll expenditures including an estimate for rent, utilities, communications, postage, travel, and other County Office operating costs

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

- FY 2000 actual and FY 2001 estimated workload reports
 - an estimate for within grades and promotions and the average 3.7 percent pay cost increase beginning in January 2001
 - **funding for 260 paid-for workdays in FY 2001.**
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Notice BU-594

3 Action

A State Office Action

State Offices shall:

- determine and issue full-year nonpayroll allotments in Exhibit 1 to County Offices to pay administrative operating expenses for FY 2001

Note: The awards allotment is included in the payroll allotment.

- hold a reasonable reserve at the State Office level to cover non-Federal expenditures made on behalf of County Offices
- advise County Offices, by a single State notice:
 - to adjust FY 2001 CCC-514, by recording the additional 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, are to be applied to the total allotment
- monitor **all** payroll and nonpayroll expenses against the **total** non-Federal County Office allotment
- remind County Offices to use the proper transaction code on checks issued 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.

- FAX Vicki Stroer, KCFO at 816-823-1343 of additional nonpayroll allotment issued to County Offices on a 510 worksheet, and also FAX a copy to Kathleen Solomon, BUD at 202-690-0591
 - advise BUD in writing of any needed adjustments in the total County Office allotment and **provide justification** for requests to increase the allotment.
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FY 2001 Full-Year Non-Federal County Office Allotments

FY 2001 FULL- YEAR COUNTY OFFICE ALLOTMENTS					
STATE	Awards Allotment	Payroll Allotment (includes col. 1)	Equipment Allotment	Non Payroll Allotment (includes col. 3)	Total Allotment a/ (col's. 2+4)
	(1)	(2)	(3)	(4)	(5)
Illinois	\$110,800	\$27,790,000	\$287,036	\$7,744,000	\$35,534,000
Indiana	71,800	18,390,000	146,323	4,987,000	23,377,000
Iowa	131,500	33,097,000	295,537	8,165,000	41,262,000
Michigan	47,600	11,938,000	51,289	4,286,000	16,224,000
Minnesota	94,100	23,250,000	195,547	5,897,000	29,147,000
Missouri	85,500	22,023,000	75,600	6,881,000	28,904,000
Ohio	67,500	17,036,000	250,210	4,317,000	21,353,000
Wisconsin	69,200	16,554,000	161,047	4,449,000	21,003,000
Total Midwest	\$678,000	\$170,078,000	\$1,462,589	\$46,726,000	\$216,804,000
Connecticut	\$3,400	\$897,000	\$3,000	\$302,000	\$1,199,000
Delaware	2,100	548,000	1,700	192,000	740,000
Maine	7,300	1,801,000	23,007	1,042,000	2,843,000
Maryland	12,500	3,062,000	44,800	832,000	3,894,000
Massachusetts	4,800	1,357,000	20,125	378,000	1,735,000
New Hampshire	3,200	816,000	16,110	517,000	1,333,000
New Jersey	4,100	1,021,000	90,430	649,000	1,670,000
New York	31,500	7,696,000	122,429	3,429,000	11,125,000
Pennsylvania	34,600	8,649,000	156,064	2,755,000	11,404,000
Rhode Island	700	206,000	8,000	28,000	234,000
Vermont	3,600	925,000	3,000	505,000	1,430,000
Virgin Islands	200	53,000	0	1,000	54,000
West Virginia	16,900	4,266,000	22,572	1,576,000	5,842,000
Total Northeast	\$124,900	\$31,297,000	\$511,237	\$12,206,000	\$43,503,000
Alaska	\$1,100	\$366,000	\$2,800	\$150,000	\$516,000
Idaho	23,000	6,009,000	85,383	1,894,000	7,903,000
Montana	48,100	11,350,000	51,279	3,590,000	14,940,000
Nebraska	95,000	23,844,000	194,194	4,821,000	28,665,000
North Dakota	66,800	16,440,000	162,778	4,431,000	20,871,000
Oregon	15,700	4,186,000	53,865	1,887,000	6,073,000
South Dakota	69,500	17,795,000	129,045	4,059,000	21,854,000
Washington	19,400	5,016,000	81,690	1,713,000	6,729,000
Wyoming	12,500	3,075,000	124,250	759,000	3,834,000
Total Northwest	\$351,100	\$88,081,000	\$885,284	\$23,304,000	\$111,385,000

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FY 2001 Full-Year Non-Federal County Office Allotments (Continued)

FY 2001 FULL- YEAR COUNTY OFFICE ALLOTMENTS

STATE	Awards Allotment (1)	Payroll Allotment (includes col. 1) (2)	Equipment Allotment (3)	Non Payroll Allotment (includes col. 3) (4)	Total Allotment a/ (col's. 2+4) (5)
Alabama	\$43,800	\$10,373,000	\$210,025	\$3,055,000	\$13,428,000
Arkansas	52,400	13,279,000	80,471	2,241,000	15,520,000
Florida	21,200	5,223,000	113,400	1,745,000	6,968,000
Georgia	74,800	17,355,000	198,541	3,342,000	20,697,000
Kentucky	76,800	18,425,000	279,720	4,642,000	23,067,000
Louisiana	37,300	9,691,000	115,504	2,818,000	12,509,000
Mississippi	56,300	14,077,000	140,000	4,457,000	18,534,000
North Carolina	81,400	19,135,000	255,388	3,806,000	22,941,000
Puerto Rico	0	319,000	0	2,000	321,000
South Carolina	30,300	7,443,000	12,600	1,716,000	9,159,000
Tennessee	64,700	15,178,000	226,905	4,135,000	19,313,000
Virginia	41,000	10,112,000	216,300	4,041,000	14,153,000
Total Southeast	\$580,000	\$140,610,000	\$1,848,854	\$36,000,000	\$176,610,000
Arizona	\$8,000	\$1,814,000	\$16,164	\$711,000	\$2,525,000
California	27,600	7,059,000	89,215	2,825,000	9,884,000
Colorado	31,900	7,843,000	100,800	2,082,000	9,925,000
Hawaii	2,100	587,000	3,200	65,000	652,000
Kansas	101,200	25,225,000	455,350	7,100,000	32,325,000
Nevada	3,900	976,000	15,570	275,000	1,251,000
New Mexico	14,600	3,692,000	21,333	905,000	4,597,000
Oklahoma	55,800	14,801,000	98,445	3,318,000	18,119,000
Texas	153,200	41,854,000	443,816	12,435,000	54,289,000
Utah	13,000	3,175,000	52,500	864,000	4,039,000
Total Southwest	\$411,300	\$107,026,000	\$1,296,393	\$30,580,000	\$137,606,000
TOTAL ALL AREAS	\$2,145,300	\$537,092,000	\$6,004,357	\$148,816,000	\$685,908,000

a/ Includes FY2001 County Office Allotments previously issued in Notice BU-582 and BU-589.

Richard P. Pagelli
 Acting Director, Budget Division

1/12/2001
 Date