

For: State Offices

FY 2002 Full-Year Non-Federal County Office Allotments

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Initial non-Federal County Office allotments for FY 2002 were issued in Notice BU-613 only through February 9, 2002. Before full-year funding could be allotted, there was a need to further analyze:

- FY 2002 total fund availability
- FY 2001 final accounting data
- FY 2001 actual workload and FY 2002 estimated workload
- FY 2002 agency ADP costs and other County Office operating expenses
- FY 2002 staffing ceilings.

Analysis has been completed, and full-year (261 paid-for workdays) allotments are being provided to fund 11,496 non-Federal County Office staff years that includes:

- 9,496 permanent staff years
- 2,000 staff years for all temporary and COC/MS employees.

Continued on the next page

Disposal Date	Distribution
October 1, 2002	State Offices

Notice BU-617

1 Overview (Continued)

B

Purpose

This notice:

- includes all previous allotments issued through Pay Period 2
- issues full-year allotments for FY 2002 County Office administrative expenses, non-Federal payroll and nonpayroll operating expenses, through September 30, 2002

Note: See Exhibit 1.

- includes the previously issued awards allotment
 - issues the County Office equipment guideline.
-

2 Allotments and Guidelines

A

Payroll and Nonpayroll Allotment

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

- salaries and benefits for all non-Federal CO employees and COC's
- the award allotment for cash, performance, and quality step increases
- COC travel expense
- CO employee relocation expense
- 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 the following:

- non-Federal CO employee travel
 - rent, utilities, telecommunications, postage, and compliance expenses
 - State Office checks issued for County Offices for administrative expenses
 - an equipment guideline
 - all other administrative operating expenses as needed for County Offices.
-

Continued on the next page

Notice BU-617

2 Allotments and Guidelines (Continued)

A

Payroll and Nonpayroll Allotment (Continued)

State Offices should estimate and issue nonpayroll allotment to County Offices for all nonpayroll expenses. County Offices will enter the nonpayroll allotment in the automated CCC-514 ledger, County Office Expense system. The quad-weekly reports will be:

- distributed to State and County Offices for nonpayroll operating expenses
- reported in the data warehouse report DW1702CT.

Payroll is not allotted to County Offices. State Offices shall refer to DW1701CT to monitor payroll expenses versus the total available payroll allotment.

B

FY 2002 County Office Allotment Guidelines and Levels

The FY 2002 non-Federal County Office allotment for States in Exhibit 1 is based on the following:

- EDSO-approved FY 2002:
 - permanent employee staff year ceilings
 - other staff year ceilings for temporary employees and COC's
- Note:** SED's should manage:
- temporary employees
 - overtime for permanent and temporary employees within the payroll allotment provided.
- **the average staff year cost** for permanent, temporary, and COC/MS employees in FY 2001 **for each individual State**, multiplied by the EDSO-approved staff year ceilings 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, telecommunications, postage, travel, and other County Office administrative operating costs

Note: The travel estimate includes the recent increase to the mileage allowance.

Continued on the next page

Notice BU-617

2 Allotments and Guidelines (Continued)

B

FY 2002 County Office Allotment Guidelines and Levels (Continued)

- an equipment guideline
- FY 2001 actual workload and FY 2002 estimated workload reports
- an estimate for within grades and promotions, and the average pay cost increase of 4.52 percent beginning in January 2002

Note: Beginning this FY, those States with high locality and cost-of-living adjustments are receiving an increase above the 4.52 percent.

- funding for 261 paid-for workdays in FY 2002.
-

C

Equipment Guideline

In previous years, State Offices were instructed to submit office equipment requests using the On-Line FSA-528 process. Requests included desks, chairs, copiers, and various other non-IT equipment, and often far exceeded available equipment funding levels. MSD was responsible for reviewing and approving or denying requests according to the available budget.

In an effort to streamline this process and provide greater flexibility to State and County Offices, this process has been changed for FY 2002. County Office equipment allotments will be distributed using a base level of funding for every State, with remaining available funding being spread proportionally to all offices using FTE ceilings. State Offices will be able to plan purchases based on reasonable expectations of annual funding levels.

State Offices shall make every effort to stay within the equipment guideline. **This will be closely monitored.**

Notice BU-617

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 2002

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

- hold a reasonable reserve at the State Office level to cover non-Federal expenditures made for County Offices
- **use the proper transaction code on all State Office checks written for County Office administrative expenses**
- advise County Offices, by a single State notice:
 - to adjust FY 2002 CCC-514, by recording the additional nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"
 - that all FY 2002 administrative payments issued to date, before receiving this additional allotment, are to be applied to the total allotment
- monitor **all** payroll and nonpayroll expenses within their respective allotment totals and that both funds do not exceed 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.
-

FY 2002 Full-Year Non-Federal County Office Allotments

FY 2002 Non Federal County Office Allotments					
STATE	Awards Allotment	Payroll Allotment (Includes Col.1)	Equipment Allotment	Non Payroll Allotment (Includes Col.3)	TOTAL ALLOTMENT (Col.2+Col.4)
	(1)	(2)	(3)	(4)	(5)
ILLINOIS	\$125,708	\$27,461,000	\$375,950	\$8,009,000	\$35,470,000
INDIANA	80,406	18,416,000	246,212	5,623,000	24,039,000
IOWA	146,269	32,411,000	442,345	8,885,000	41,296,000
MICHIGAN	52,657	11,910,000	161,501	4,655,000	16,565,000
MINNESOTA	104,552	23,255,000	317,186	6,611,000	29,866,000
MISSOURI	98,404	23,415,000	295,055	7,550,000	30,965,000
OHIO	74,286	17,574,000	224,844	4,745,000	22,319,000
WISCONSIN	78,095	16,395,000	234,002	4,632,000	21,027,000
MIDWEST	\$760,378	\$170,837,000	\$2,297,096	\$50,710,000	\$221,547,000
CONNECTICUT	\$3,883	\$955,000	\$13,447	\$388,000	\$1,343,000
DELAWARE	2,340	630,000	10,395	264,000	894,000
MAINE	8,398	2,083,000	27,948	1,123,000	3,206,000
MARYLAND	13,511	3,174,000	45,500	1,079,000	4,253,000
MASSACHUSETTS	5,325	1,400,000	19,553	474,000	1,874,000
NEW HAMPSHIRE	3,132	806,000	12,684	546,000	1,352,000
NEW JERSEY	4,404	1,268,000	18,026	643,000	1,911,000
NEW YORK	34,983	7,954,000	107,317	3,718,000	11,672,000
PENNSYLVANIA	38,076	9,302,000	118,764	3,255,000	12,557,000
RHODE ISLAND	777	255,000	5,053	52,000	307,000
VERMONT	4,013	1,458,000	18,026	701,000	2,159,000
VIRGIN ISLANDS	355	47,000	2,763	26,000	73,000
WEST VIRGINIA	19,789	4,644,000	61,527	1,918,000	6,562,000
NORTHEAST	\$138,987	\$33,976,000	\$461,003	\$14,187,000	\$48,163,000
ALASKA	\$1,036	\$686,000	\$8,105	\$218,000	\$904,000
IDAHO	26,686	6,262,000	81,369	2,039,000	8,301,000
MONTANA	54,252	12,032,000	163,027	3,990,000	16,022,000
NEBRASKA	104,718	23,602,000	320,239	5,855,000	29,457,000
NORTH DAKOTA	74,683	18,074,000	225,607	4,830,000	22,904,000
OREGON	16,985	4,888,000	58,474	1,948,000	6,836,000
SOUTH DAKOTA	79,192	17,479,000	234,765	3,859,000	21,338,000
WASHINGTON	21,666	5,181,000	68,395	1,677,000	6,858,000
WYOMING	13,943	3,336,000	45,500	697,000	4,033,000
NORTHWEST	\$393,160	\$91,540,000	\$1,205,482	\$25,113,000	\$116,653,000

a/ Includes FY2002 County Office Allotment previously issued in Notice BU-613.

Continued on the next page

FY 2002 Full-Year Non-Federal County Office Allotments (Continued)

FY 2002 Non Federal County Office Allotments					
STATE	Awards Allotment	Payroll Allotment (Includes Col.1)	Equipment Allotment	Non Payroll Allotment (Includes Col.3)	TOTAL ALLOTMENT (Col.2+Col.4)
	(1)	(2)	(3)	(4)	(5)
ALABAMA	\$49,291	\$11,166,000	\$74,501	\$3,209,000	\$14,375,000
ARKANSAS	60,278	13,910,000	180,580	2,570,000	16,480,000
FLORIDA	23,276	5,517,000	74,501	1,817,000	7,334,000
GEORGIA	84,272	18,098,000	250,028	3,861,000	21,959,000
KENTUCKY	86,379	18,936,000	259,949	5,364,000	24,300,000
LOUISIANA	41,991	9,418,000	125,632	3,209,000	12,627,000
MISSISSIPPI	63,685	14,293,000	189,738	4,900,000	19,193,000
NORTH CAROLINA	91,236	20,007,000	274,449	4,308,000	24,315,000
PUERTO RICO	2,300	253,000	2,000	39,000	292,000
SOUTH CAROLINA	34,967	7,742,000	106,553	2,136,000	9,878,000
TENNESSEE	73,109	16,779,000	220,265	4,894,000	21,673,000
VIRGINIA	45,615	11,092,000	143,948	4,115,000	15,207,000
SOUTHEAST	\$656,399	\$147,211,000	\$1,902,145	\$40,422,000	\$187,633,000
ARIZONA	\$8,352	\$2,016,000	\$108,843	\$838,000	\$2,854,000
CALIFORNIA	30,105	7,344,000	98,159	2,917,000	10,261,000
COLORADO	35,410	7,873,000	108,843	1,499,000	9,372,000
HAWAII	2,392	855,000	11,158	130,000	985,000
KANSAS	115,066	25,187,000	340,845	7,584,000	32,771,000
NEVADA	4,049	1,029,000	15,737	342,000	1,371,000
NEW MEXICO	15,347	3,960,000	50,842	1,125,000	5,085,000
OKLAHOMA	63,367	14,770,000	188,975	3,746,000	18,516,000
TEXAS	175,937	40,255,000	518,662	14,101,000	54,356,000
UTAH	13,723	3,439,000	46,263	1,070,000	4,509,000
SOUTHWEST	\$463,747	\$106,728,000	\$1,488,326	\$33,352,000	\$140,080,000
NATIONAL TOTAL	\$2,412,671	\$550,292,000	\$7,354,053	\$163,784,000	\$714,076,000

a/ Includes FY2002 County Office Allotment previously issued in Notice BU-613.

Dennis J Tartano
 Director, Budget Division

2/14/02
 Date