

For: FSA Offices

FY 2003 Operations After January 11, 2003

Approved by: Deputy Administrator, Management



1 Overview

A

Background

On January 10, 2003, the President signed a sixth Continuing Resolution (CR) for FY 2003, which will keep the Government operating through January 31, 2003.

B

Purpose

This notice issues:

- additional allotments for FSA County Office non-Federal administrative expenses (payroll and nonpayroll) through January 31, 2003 (Exhibit 1)

Note: These allotments include allotments previously issued in Notice BU-629 and subsequent BU notices.

- the designation of funds for IT training for Federal employees (Exhibit 2).

<p>Disposal Date</p> <p>April 1, 2003</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
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Notice BU-637

2 Sixth Continuing Resolution (CR)

A

Allotment Basis

Payroll allotments are based on:

- each State's FY 2002 average cost per staff year for permanent and temporary employees, increased for the FY 2003 pay increase effective in pay period 1
- each State's staffing ceiling level issued by DAFO for FY 2002, including temporary employee staff years funded through the Farm Bill
- the number of days within CR
- each State's total FY awards allotment.

Nonpayroll allotments are based on each State's:

- daily expenditure rate, including 4 months of rent and utilities
 - unspent FY 2002 IT allotment.
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B

Awards Limitation

The payroll allotment includes a limitation for cash, performance, and quality step increase awards. If a State chooses to use the awards limitation to purchase keepsakes or other nonmonetary awards, a request should be made to transfer funds to their nonpayroll allotment.

C

IT Training Funds

The nonpayroll allotment in Exhibit 1 includes non-Federal IT training funds. The Federal IT training guideline is included in Exhibit 2. These funds were originally issued in FY 2002 with instructions that unused funds would be reissued in FY 2003. These funds should be used to address any identified IT training needs.

Continued on the next page

2 Sixth Continuing Resolution (CR)

D

Operating Guidance

Guidance for operating under CR is very specific as to the funding levels available for spending.

Offices are requested to operate in a fiscally sound manner. Activities and expenses that are **not** critical to the management or operations of the Agency should be curtailed until full fiscal year appropriation levels are known. FSA has completed an analysis of the funding level available to the Agency through January 31, 2003. The non-Federal allotments that are being issued and projected Federal spending will put FSA close to the limitation for the period and, therefore, require that obligations and expenditures be closely monitored.

Despite the increased costs associated with implementing the 2002 Act, such as increased postage, supplies and materials, travel, and personnel costs, offices are not authorized to exceed the allotment levels provided. If additional County Office administrative funds are required, a request should be made to BUD through DAFO.

E

Processing Allotments

State Offices shall:

- determine the amount of allotment required in FY 2003 during the period of CR in individual County Offices to pay administrative nonpayroll expenses
- advise County Offices, by a State notice to record the additional allotment through option 6, "Check Limitation and Ledger Control", on Menu NAA000
- promptly advise KCFO, on 510 worksheet, of the initial nonpayroll allotment issued to County Offices

Note: FAX a copy of the 510 worksheet to Heidi Ware at 202-690-0591.

- monitor all County Office payroll and nonpayroll administrative expenses using Data Warehouse reports:
 - DW 1700-CT for payroll
 - DW 1702-CT for nonpayroll expenses
 - advise BUD, in writing, of any needed adjustments in the initial allotment, including the reasons for the adjustment.
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FY 2003 County Office Allotments

FY 2003 Initial County Office Allotments

STATE	Payroll Allotment 1/	Awards Allotment 2/	Non Payroll Allotment 1/	IT Allotment 3/	Total Allotment
ILLINOIS	\$10,500,000	\$147,000	\$2,773,000	\$34,000	\$13,420,000
INDIANA	7,089,000	96,000	1,944,000	23,000	9,129,000
IOWA	12,788,000	173,000	3,295,000	39,000	16,256,000
MICHIGAN	4,548,000	63,000	1,655,000	15,000	6,266,000
MINNESOTA	8,646,000	124,000	2,415,000	31,000	11,185,000
MISSOURI	8,900,000	115,000	2,494,000	30,229	11,509,000
OHIO	6,667,000	88,000	1,733,000	21,000	8,488,000
WISCONSIN	6,554,000	91,000	1,662,000	21,000	8,307,000
MIDWEST	\$65,692,000	\$897,000	\$17,971,000	\$214,229	\$84,560,000
CONNECTICUT	\$372,000	\$5,000	\$120,000	\$2,000	\$497,000
DELAWARE	242,000	4,000	82,000	2,000	328,000
MAINE	756,000	11,000	371,000	3,000	1,138,000
MARYLAND	1,206,000	18,000	331,000	4,000	1,555,000
MASSACHUSETTS	507,000	7,000	151,000	2,000	665,000
NEW HAMPSHIRE	308,000	5,000	158,000	2,000	471,000
NEW JERSEY	479,000	7,000	226,000	2,000	712,000
NEW YORK	2,996,000	42,000	1,263,000	10,000	4,301,000
PENNSYLVANIA	3,604,000	46,000	973,000	12,000	4,623,000
RHODE ISLAND	108,000	2,000	17,000	1,000	127,000
VERMONT	526,000	7,000	226,000	2,000	759,000
WEST VIRGINIA	1,782,000	24,000	595,000	8,000	2,401,000
NORTHEAST	\$12,886,000	\$178,000	\$4,513,000	\$50,000	\$17,577,000
ALASKA	\$252,000	\$3,000	\$50,000	\$2,000	\$305,000
IDAHO	2,471,000	32,000	725,000	9,000	3,228,000
MONTANA	4,649,000	64,000	1,336,000	15,000	6,049,000
NEBRASKA	9,021,000	125,000	1,820,000	4,845	10,966,000
NORTH DAKOTA	6,933,000	88,000	1,633,000	22,000	8,654,000
OREGON	1,897,000	23,000	684,000	6,000	2,604,000
SOUTH DAKOTA	6,870,000	92,000	1,494,000	22,000	8,456,000
WASHINGTON	2,058,000	26,000	634,000	6,000	2,718,000
WYOMING	1,297,000	18,000	303,000	4,000	1,618,000
NORTHWEST	\$35,448,000	\$471,000	\$8,679,000	\$90,845	\$44,598,000

1/ Includes County Office Allotment issued in Notices BU-629 through BU-632.
 2/ Awards allotment is included in the payroll allotment.
 3/ IT allotment is included in the non-payroll allotment.

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FY 2003 County Office Allotments (Continued)

FY 2003 Initial County Office Allotments

STATE	Payroll Allotment 1/	Awards Allotment 2/	Non Payroll Allotment 1/	IT Allotment 3/	Total Allotment
ALABAMA	\$3,991,000	\$59,000	\$1,187,000	\$13,556	\$5,237,000
ARKANSAS	5,135,000	70,000	1,001,000	17,000	6,206,000
FLORIDA	2,208,000	29,000	630,000	7,000	2,867,000
GEORGIA	6,574,000	98,000	1,282,000	23,000	7,954,000
KENTUCKY	7,242,000	101,000	1,883,000	24,000	9,226,000
LOUISIANA	3,546,000	49,000	1,081,000	12,000	4,676,000
MISSISSIPPI	5,583,000	74,000	1,821,000	18,000	7,478,000
NORTH CAROLINA	7,567,000	107,000	1,519,000	25,000	9,193,000
PUERTO RICO	98,000	0	2,000	0	100,000
SOUTH CAROLINA	2,951,000	41,000	784,000	10,000	3,776,000
TENNESSEE	6,317,000	86,000	1,711,000	21,000	8,114,000
VIRGIN ISLANDS	2,000	1,000	17,000	0	20,000
VIRGINIA	4,147,000	56,000	1,477,000	16,000	5,680,000
SOUTHEAST	\$55,361,000	\$771,000	\$14,395,000	\$186,556	\$70,527,000
ARIZONA	\$802,000	\$11,000	\$287,000	\$3,000	\$1,100,000
CALIFORNIA	2,697,000	38,000	1,093,000	9,000	3,828,000
COLORADO	2,973,000	42,000	764,000	10,000	3,779,000
HAWAII	322,000	4,000	87,000	1,000	413,000
KANSAS	9,929,000	133,000	2,652,000	32,528	12,714,000
NEVADA	415,000	6,000	111,000	2,000	532,000
NEW MEXICO	1,391,000	20,000	386,000	5,000	1,797,000
OKLAHOMA	5,704,000	74,000	1,296,000	19,000	7,074,000
TEXAS	15,391,000	203,000	4,959,000	51,000	20,553,000
UTAH	1,350,000	18,000	357,000	4,000	1,725,000
SOUTHWEST	\$40,974,000	\$549,000	\$11,992,000	\$136,528	\$53,515,000
TOTAL ALL STATES	\$210,361,000	\$2,866,000	\$57,550,000	\$678,158	\$270,777,000

Dennis J. Tartano 01/17/03

Director, Budget Division Date

- 1/ Includes County Office Allotment issued in Notices BU-629 through BU-632.
- 2/ Awards allotment is included in the payroll allotment.
- 3/ IT allotment is included in the non-payroll allotment.

IT Training for Federal Employees

State FY 2003 Guideline for IT Training Funds*	
States	IT Training Funds
ILLINOIS	\$9,000
INDIANA	7,000
IOWA	13,000
MICHIGAN	6,000
MINNESOTA	11,000
MISSOURI	11,000
OHIO	6,000
WISCONSIN	9,000
Total Midwest Area	\$72,000
CONNECTICUT	\$1,000
DELAWARE	1,000
MAINE	3,000
MARYLAND	2,000
MASSACHUSETTS	2,000
NEW HAMPSHIRE	1,000
NEW JERSEY	2,000
NEW YORK	7,000
PENNSYLVANIA	5,000
RHODE ISLAND	2,000
VERMONT	2,000
VIRGIN ISLANDS	0
WEST VIRGINIA	3,000
Total Northeast Area	\$31,000
ALASKA	\$1,000
IDAHO	5,000
MONTANA	5,000
NEBRASKA	0
NORTH DAKOTA	11,000
OREGON	4,000
SOUTH DAKOTA	11,000
WASHINGTON	4,000
WYOMING	2,000
Total Northwest Area	\$43,000
ALABAMA	\$4,000
ARKANSAS	8,000
FLORIDA	5,000
GEORGIA	6,000
KENTUCKY	10,000
LOUISIANA	9,000
MISSISSIPPI	9,000
NORTH CAROLINA	8,000
PUERTO RICO	6,000
SOUTH CAROLINA	4,000
TENNESSEE	7,000
VIRGINIA	6,000
Total Southeast Area	\$82,000
ARIZONA	\$2,000
CALIFORNIA	6,000
COLORADO	4,000
HAWAII	2,000
KANSAS	4,600
NEVADA	1,000
NEW MEXICO	3,000
OKLAHOMA	12,000
TEXAS	20,000
UTAH	3,000
Total Southwest Area	\$57,600
Total States	\$285,600

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