

For: State Offices

FY 2003 Full-Year Non-Federal County Office Allotments

Approved by: Deputy Administrator, Management



1 Overview

A

Background

FSA has been operating under multiple continuing resolutions. The Consolidated Appropriations Resolution, 2003, Pub. L. 108-7, signed February 20, 2003, provided FSA with full-year appropriations. Before full-year funding could be allotted, there was a need to further analyze:

- FY 2003 total fund availability
- FY 2002 final accounting data
- FY 2002 actual workload and FY 2003 estimated workload
- FY 2003 agency ADP costs and other County Office operating expenses
- FY 2003 staffing ceilings.

Analysis has been completed. Full-year (261 paid-for workdays) allotments are being provided to fund 13,096 non-Federal County Office staff years that includes:

- 9,496 permanent staff years
- 3,600 staff years for all temporary and COC/MS employees.

DAFO will issue individual memorandums to all State Offices designating FY 2003 ceiling levels and the number of additional temporary staff years allotted to each State.

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Disposal Date	Distribution
October 1, 2003	State Offices

Notice BU-641

1 Overview (Continued)

B

Purpose

This notice:

- includes all previous allotments issued
- issues full-year allotments for FY 2003 County Office administrative expenses, non-Federal payroll and nonpayroll operating expenses, through September 30, 2003

Note: See Exhibit 1.

- includes funding to support additional workload associated with the Farm Security and Rural Investment Act of 2002 (the Act) and disaster activity

Note: Further distribution of resources associated with disaster and the Act activity will be analyzed. The outcome of the analysis will determine whether revised allotments and additional temporary staffing will be issued this FY.

- includes the previously issued informational technology (IT) training allotments
 - revises previously issued award allotments
 - issues a County Office:
 - travel guideline
 - equipment guideline.
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C

Contact

For questions about:

- payroll allotments, contact Cassandra Wilkins at 202-720-3356
 - nonpayroll allotments, contact Scott Redman at 202-720-8926.
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Notice BU-641

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
- non-Federal CO employee travel expense for those States whose travel runs through NFC
- 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 for those States whose travel is paid at the County Office level
- rent, utilities, telecommunications, postage, and compliance expenses
- State Office checks issued on behalf of County Offices for administrative expenses
- an equipment guideline
- all other administrative operating expenses as needed for County Offices
- IT training allotment.

State Offices shall estimate and issue nonpayroll allotments to County Offices for all nonpayroll expenses. County Offices shall enter the nonpayroll allotment in the automated CCC-514 ledger, County Office Expense system. The quad-weekly reports will continue to be distributed to State and County Offices for nonpayroll operating expenses. However, BUD suggests that State Offices refer to D1702CT to monitor nonpayroll expenses and to compare to the total available nonpayroll allotment.

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

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2 Allotments and Guidelines (Continued)

B

FY 2003 County Office Allotment Guidelines and Levels

The FY 2003 non-Federal County Office allotment for States in Exhibit 1 is based on the following:

- DAFO-approved FY 2003:
 - permanent employee staff year ceilings
 - other staff year ceilings for temporary and COC/MS employees

Note: SED's shall 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 2003 **for each individual State**, times the DAFO-approved staff year ceilings for permanent, temporary, and COC/MS employees
- the revised total FY awards allotment
- an estimate for County Office employee travel

Note: The travel guideline is issued within either the payroll or nonpayroll allotment depending on whether travel runs through NFC or is paid at the County Office level.

- full-year funding for all nonpayroll expenditures, including an estimate for rent, utilities, telecommunications, postage, and other County Office administrative operating costs
- an equipment guideline
- FY 2002 actual workload and FY 2003 estimated workload reports

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2 Allotments and Guidelines (Continued)

B

FY 2003 County Office Allotment Guidelines and Levels (Continued)

- an estimate for within grades and promotions, and the average pay cost increase of 4.1 percent beginning in January 2003

Note: The Consolidated Appropriations Resolution, 2003, increased the pay cost from 3.1 percent to 4.1 percent and made the increase retroactive to January 12, 2003. Funds are being made available in the allotment. Instructions for calculating the increase will be forthcoming.

- funding for 261 paid-for workdays in FY 2003.
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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.

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

State Offices shall make every effort to stay within the equipment guideline. **Usage will be monitored at the National Office level.**

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2 Allotments and Guidelines (Continued)

D

Travel Guideline

Because of moving travel payment processing to NFC, a non-Federal CO employee travel guideline is now being provided to State Offices. The travel guideline will consist of all travel, including COC/MS travel.

State Offices shall make every effort to stay within the travel guideline. **This will be monitored at the National Office level.** A State Office level BRIO travel report is being developed to aid States in monitoring travel expenditures. State Offices shall review this report to determine whether there are any erroneous or excess obligations against travel funds.

To ensure that final C-type vouchers do not continue to show excess obligations against the travel authorization, State Offices shall ensure that County Offices are putting a "Y" in the "Final Voucher Indicator", block 54, on the travel voucher. If a "Y" is entered in block 54 on the travel voucher, when processing the travel voucher, the travel authorization will expire and the funds remaining on the travel authorization will be deobligated.

E

Revised Award Allotments

Exhibit 1 reflects revised FY 2003 award allotments for each State. Allotments have been increased to assist State Offices in providing recognition of the dedication and extra effort being put forth by employees in:

- implementing the Act and other programs
 - serving FSA customers.
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Notice BU-641

3 Action

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State Office Action State Offices shall do the following.

Step	Action
1	Determine and issue full-year nonpayroll allotments in Exhibit 1 to County Offices to pay administrative operating expenses for FY 2003. Note: The awards allotment is included in the payroll allotment total.
2	Hold a reasonable reserve at the State Office level to cover non-Federal expenditures made for County Offices.
3	Use the proper transaction code on all State Office checks written for County Office administrative expenses.
4	Advise County Offices, by a single State notice: <ul style="list-style-type: none">• to adjust FY 2003 CCC-514, by recording the additional nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"• that all FY 2003 administrative payments issued to date, before receiving this additional allotment, are to be applied to the total allotment.
5	Monitor all payroll and nonpayroll expenses within their respective allotment totals and ensure that usage does not exceed the respective non-Federal County Office allotment.
6	Remind County Offices to use the proper transaction code on checks issued for all operating expenses according to 115-FI. Note: Proper 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.
7	FAX additional nonpayroll allotments issued to County Offices on FSA-510 to: <ul style="list-style-type: none">• Vicki Stroer, KCFO, at 816-823-1343• Heidi Ware, BUD, at 202-690-0591.
8	Advise BUD, in writing, of any needed adjustments in the total County Office allotment and provide justification for requests to increase the allotment.

FY 2003 Full-Year Non-Federal County Office Allotments

FY 2003 Full Year County Office Allotments							
STATE	Payroll Allotment 1/	Awards Allotment 2/	Non Payroll Allotment 1/	IT Allotment 3/	Equipment Guideline 3/	Total Allotment	Travel Guideline 4/
ILLINOIS	\$31,166,000	\$183,000	\$8,816,000	\$34,000	\$389,000	\$39,772,000	\$492,000
INDIANA	21,501,000	120,000	5,963,000	23,000	255,000	27,464,000	578,000
IOWA	37,472,000	216,000	9,185,000	39,000	458,000	46,667,000	914,000
MICHIGAN	13,591,000	79,000	5,063,000	15,000	167,000	18,674,000	415,000
MINNESOTA	26,006,000	155,000	7,372,000	31,000	328,000	33,378,000	862,000
MISSOURI	26,363,000	144,000	7,655,000	30,229	306,000	34,018,000	901,000
OHIO	20,063,000	110,000	5,556,000	21,000	233,000	25,619,000	422,000
WISCONSIN	18,978,000	114,000	4,727,000	21,000	242,000	23,705,000	448,000
MIDWEST	\$196,130,000	\$1,121,000	\$64,167,000	\$214,229	\$2,378,000	\$249,297,000	\$5,032,000
CONNECTICUT	\$1,117,000	\$6,000	\$385,000	\$2,000	\$14,000	\$1,502,000	\$22,000
DELAWARE	786,000	5,000	271,000	2,000	11,000	1,057,000	14,000
MAINE	2,287,000	13,000	1,247,000	3,000	29,000	3,534,000	80,000
MARYLAND	3,825,000	22,000	1,114,000	4,000	47,000	4,939,000	94,000
MASSACHUSETTS	1,553,000	9,000	461,000	2,000	21,000	2,014,000	51,000
NEW HAMPSHIRE	953,000	6,000	489,000	2,000	14,000	1,442,000	31,000
NEW JERSEY	1,527,000	8,000	756,000	2,000	49,000	2,283,000	47,000
NEW YORK	8,790,000	62,000	3,901,000	10,000	111,000	12,691,000	292,000
PENNSYLVANIA	10,492,000	58,000	2,875,000	12,000	123,000	13,367,000	241,000
RHODE ISLAND	330,000	2,000	33,000	1,000	6,000	363,000	16,000
VERMONT	1,652,000	8,000	695,000	2,000	19,000	2,347,000	41,000
WEST VIRGINIA	5,219,000	30,000	1,709,000	8,000	64,000	6,928,000	149,000
NORTHEAST	\$38,531,000	\$219,000	\$13,938,000	\$50,000	\$508,000	\$52,467,000	\$1,078,000
ALASKA	\$839,000	\$3,000	\$160,000	\$2,000	\$9,000	\$999,000	\$49,000
IDAHO	7,241,000	39,000	1,955,000	9,000	65,000	9,196,000	276,000
MONTANA	13,475,000	79,000	3,854,000	15,000	169,000	17,129,000	480,000
NEBRASKA	26,589,000	156,000	5,608,000	0	332,000	32,197,000	668,000
NORTH DAKOTA	20,804,000	110,000	4,346,000	22,000	234,000	25,150,000	668,000
OREGON	5,520,000	28,000	1,908,000	6,000	61,000	7,428,000	212,000
SOUTH DAKOTA	20,565,000	114,000	4,263,000	22,000	250,000	24,848,000	434,000
WASHINGTON	5,965,000	33,000	1,899,000	6,000	71,000	7,864,000	178,000
WYOMING	3,732,000	22,000	954,000	4,000	47,000	4,666,000	112,000
NORTHWEST	\$104,730,000	\$584,000	\$24,767,000	\$86,000	\$1,268,000	\$129,497,000	\$3,073,000
ALABAMA	\$12,458,000	\$74,000	\$3,630,000	\$13,556	\$157,000	\$16,088,000	\$378,000
ARKANSAS	15,475,000	88,000	3,222,000	17,000	187,000	18,697,000	364,000
FLORIDA	6,454,000	36,000	1,894,000	7,000	77,000	8,148,000	249,000
GEORGIA	20,340,000	122,000	3,933,000	23,000	259,000	24,273,000	562,000
KENTUCKY	21,055,000	127,000	5,255,000	24,000	269,000	26,306,000	559,000
LOUISIANA	10,536,000	61,000	3,326,000	12,000	130,000	13,862,000	323,000
MISSISSIPPI	16,303,000	92,000	5,406,000	18,000	197,000	21,711,000	424,000
NORTH CAROLINA	22,845,000	134,000	4,126,000	25,000	284,000	26,971,000	520,000
PUERTO RICO	343,000	0	0	0	2,000	343,000	6,000
SOUTH CAROLINA	8,493,000	52,000	2,383,000	10,000	111,000	10,876,000	173,000
TENNESSEE	18,802,000	107,000	4,988,000	21,000	228,000	23,790,000	312,000
VIRGINIA	12,209,000	70,000	4,688,000	0	149,000	16,897,000	336,000
VIRGIN ISLANDS	64,000	1,000	0	16,000	3,000	64,000	4,000
SOUTHEAST	\$165,377,000	\$964,000	\$42,851,000	\$186,556	\$2,053,000	\$208,028,000	\$4,210,000
ARIZONA	\$2,490,000	\$14,000	\$790,000	\$3,000	\$30,000	\$3,280,000	\$103,000
CALIFORNIA	8,263,000	46,000	3,357,000	9,000	102,000	11,620,000	370,000
COLORADO	8,624,000	53,000	2,477,000	10,000	113,000	11,101,000	188,000
HAWAII	926,000	5,000	362,000	1,000	12,000	1,288,000	57,000
KANSAS	29,234,000	166,000	7,581,000	32,528	353,000	36,815,000	577,000
NEVADA	1,244,000	7,000	325,000	2,000	17,000	1,669,000	99,000
NEW MEXICO	4,189,000	24,000	1,181,000	5,000	53,000	5,370,000	157,000
OKLAHOMA	16,891,000	92,000	3,558,000	19,000	196,000	20,248,000	430,000
TEXAS	44,963,000	253,000	16,438,000	51,000	537,000	61,401,000	1,525,000
UTAH	3,810,000	22,000	963,000	4,000	48,000	4,773,000	157,000
SOUTHWEST	\$120,434,000	\$684,000	\$37,032,000	\$136,528	\$1,461,000	\$167,466,000	\$3,683,000
TOTAL ALL STATES	\$624,202,000	\$3,572,000	\$172,553,000	\$673,313	\$7,658,000	\$796,755,000	\$17,056,000

Denise J. Tartam 3/10/03
 Director, Budget Division Date

1/ Includes County Office Allotment issued in Notices BU-629 through BU-639.
 2/ Awards allotment is included in the payroll allotment.
 3/ IT allotment and equipment guideline are included in the non-payroll allotment.
 4/ Travel guideline is included in either the payroll or non-payroll allotment level depending on the travel system used by the State.