

For: FSA Offices

FY 2004 Funding for Operating Under a Continuing Resolution (CR)

Approved by: Deputy Administrator, Management



1 Overview

A Background

The President has signed Pub. L. 108-84, a Continuing Resolution (CR) to fund the operations of agencies including the Department of Agriculture that lack regular appropriations at the beginning of FY 2004. CR is effective October 1 through October 31, 2003.

The House passed its version of a regular Agriculture appropriation on July 14, 2003. The Senate Appropriations Committee reported its bill on July 17, and the bill is awaiting passage by the full Senate. Once the Senate passes the bill, a conference agreement will be needed to resolve the differences between the House and Senate versions of the bill. Additional CR's may be necessary.

B Purpose

This notice:

- provides guidance for FSA operations during the CR period
- issues initial allotments for non-Federal County Office administrative expenses through October 31, 2003 (Exhibit 1).

Disposal Date	Distribution
December 1, 2003	All FSA Offices; State Offices relay to County Offices

Notice BU-651

2 Guidance

A FLP Funds

The following FLP funds will be held in the National Office reserve:

- direct farm ownership
- guaranteed operating with interest assistance.

Emergency loans may be obligated as loans are approved in designated areas.

An allocation of the following FLP funds will be entered into the Appropriation Accounting System:

- direct operating
- guaranteed operating, unsubsidized
- guaranteed farm ownership.

Any funds allotted from October 1 through October 31, 2003, will be considered part of the State's annual allocation for FY 2004.

B Appropriated Programs

Obligations and payments for DIPP are authorized using the carryover unobligated balance brought forward from FY 2003. State Offices may request new allocations from available FY 2004 funding at the National level.

State Mediation Grant funds provided under CR will be held at the National level. Further instructions on FY 2004 obligations for this program will be forthcoming.

C CCC-Funded Programs

Full CRP rental and C/S payments will be made. Instructions for making FY 2004 CRP rental payments are provided in a forthcoming CRP notice.

Continue making:

- EQIP, WRP, and Farmland Protection Program payments for prior FY's

Note: FY 2004 EQIP allocations will be issued at a later date.

- other CCC program payments with no restrictions.

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2 Guidance (Continued)

D Salaries and Expenses

Operating costs at the National Office, State Offices, and Field Offices, such as travel and training, October rent and utilities, and emergency expenses, may continue at necessary levels in advance of specific allotments. Offices should prudently monitor all administrative obligations while operating under the Continuing Resolution.

Notice FI-2605 provides instructions about travel during the Continuing Resolution period.

Non-Federal County Office travel funds have been included in Exhibit 1 in the payroll allotment for all States.

Note: Full-year allotment, when issued, will provide a separate non-Federal County Office travel allotment.

DAFO will be conducting a review of the FY 2004 staff year ceiling distribution, and revised FY 2004 ceiling levels will be provided at a later date. FY 2003 permanent ceiling levels and temporary ceiling levels, minus the initial FY 2003 farm bill temporaries, were used to calculate the salaries and benefits portion of the allotment. All other non-Federal County Office allotments are being issued to State Offices based on the current FY 2003 spending levels. Initial allotments are being issued to States on a per-day basis through a 23-workday period. State Offices should subdivide the allotment to County Offices issuing only initial allotments for nonpayroll expenses.

3 Action

A State Office Action

State Offices shall:

- determine the amount of allotment required in FY 2004 during the period of the Continuing Resolution in individual County Offices to pay administrative nonpayroll expenses
- advise County Offices, by a State notice:
 - to open FY 2004 CCC-514 by recording the initial allotment through option 6, "Check Limitation and Ledger Control," on Menu NAA000
 - that FY 2004 CCC-184's issued before receiving the initial allotment will be applied to the total allotment

Notice BU-651

3 Action (Continued)

A State Office Action (Continued)

- promptly advise KCFO, on 510 worksheet, of the initial nonpayroll allotment issued to County Offices

Note: FAX a copy of the 510 worksheet to Robert Flores at 202-720-9068.

- 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.

B County Office Action

County Offices:

- shall enter the initial allotment in the CCC-514 ledger
- will continue to use the automated ledger system and the County Office Expense (COE) system for all nonpayroll expenses.

The COE report will continue to be prepared by Kansas City and distributed to State Offices, County Offices, and the National Office for all nonpayroll expenses.

FY 2004 Initial County Office Allocations

FY 2004 Initial County Office Allotments			
STATE	Payroll Allotment	Non Payroll Allotment	Total Allotment
ILLINOIS	\$2,866,000	\$619,000	\$3,485,000
INDIANA	1,906,000	463,000	2,369,000
IOWA	3,271,000	629,000	3,900,000
MICHIGAN	1,235,000	357,000	1,592,000
MINNESOTA	2,442,000	450,000	2,892,000
MISSOURI	2,297,000	493,000	2,790,000
OHIO	1,759,000	352,000	2,111,000
WISCONSIN	1,678,000	338,000	2,016,000
MIDWEST	\$17,454,000	\$3,701,000	\$21,155,000
CONNECTICUT	\$95,000	\$27,000	\$122,000
DELAWARE	72,000	15,000	87,000
MAINE	200,000	92,000	292,000
MARYLAND	329,000	81,000	390,000
MASSACHUSETTS	138,000	27,000	165,000
NEW HAMPSHIRE	83,000	38,000	121,000
NEW JERSEY	136,000	65,000	201,000
NEW YORK	800,000	296,000	1,096,000
PENNSYLVANIA	915,000	225,000	1,140,000
RHODE ISLAND	26,000	2,000	28,000
VERMONT	155,000	42,000	197,000
WEST VIRGINIA	451,000	128,000	579,000
NORTHEAST	\$3,400,000	\$1,018,000	\$4,418,000
ALASKA	\$64,000	\$7,000	\$71,000
IDAHO	635,000	144,000	779,000
MONTANA	1,234,000	235,000	1,469,000
NEBRASKA	2,402,000	372,000	2,774,000
NORTH DAKOTA	1,898,000	329,000	2,227,000
OREGON	468,000	146,000	614,000
SOUTH DAKOTA	1,773,000	308,000	2,081,000
WASHINGTON	517,000	148,000	665,000
WYOMING	326,000	56,000	382,000
NORTHWEST	\$9,317,000	\$1,745,000	\$11,062,000
ALABAMA	\$1,069,000	\$257,000	\$1,326,000
ARKANSAS	1,345,000	154,000	1,499,000
FLORIDA	589,000	121,000	710,000
GEORGIA	1,734,000	249,000	1,983,000
KENTUCKY	1,889,000	403,000	2,292,000
LOUISIANA	937,000	225,000	1,162,000
MISSISSIPPI	1,377,000	418,000	1,795,000
NORTH CAROLINA	1,943,000	318,000	2,261,000
PUERTO RICO	116,000	0	116,000
SOUTH CAROLINA	733,000	153,000	886,000
TENNESSEE	1,572,000	345,000	1,917,000
VIRGINIA	1,071,000	349,000	1,420,000
VIRGIN ISLANDS	70,000	0	70,000
SOUTHEAST	\$14,445,000	\$2,992,000	\$17,437,000
ARIZONA	\$221,000	\$60,000	\$281,000
CALIFORNIA	754,000	217,000	971,000
COLORADO	786,000	117,000	903,000
HAWAII	84,000	17,000	101,000
KANSAS	2,622,000	549,000	3,171,000
NEVADA	109,000	23,000	132,000
NEW MEXICO	382,000	72,000	454,000
OKLAHOMA	1,463,000	299,000	1,762,000
TEXAS	3,991,000	1,093,000	5,084,000
UTAH	341,000	71,000	412,000
SOUTHWEST	\$10,753,000	\$2,518,000	\$13,271,000
TOTAL ALL STATES	\$55,369,000	\$11,974,000	\$67,343,000

for *Ruth Payroll*
 Director, Budget Division

10/1/03
 Date