

For: State Offices

**Revised FY 2005 State Office Travel Allotments and Equipment Guidance**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

FY 2005 Federal State Office full-year travel allotments were issued in Notice BU-679 on March 21, 2005. States were requested to complete an evaluation of travel allotment needs and provide that evaluation by April 13, 2005, to BUD.

In addition, States were requested to provide travel needs for the Farm Business Plan (FBP) training modules and Orlando policy meeting topics.

Notice BU-682 provided FY 2005 equipment allotments for Federal and non-Federal County Offices.

**B Purpose**

This notice provides:

- revised FY 2005 travel allotments (Exhibit 1)

**Note:** The additional FBP travel funds should only be used for FBP training or Farm Loan Program activities.

- FY 2005 Federal equipment guidance for reprogramming and emergency State Office equipment needs.

**C Contacts**

For questions about:

- travel allotments, contact Vernell Jones at 202-720-5149
- equipment guidance, contact Anne Newman at 202-720-0179.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2005	State Offices

## Notice BU-684

### 2 Allotments

#### A Specific Funding Notes

States must operate within the revised FY 2005 travel allotments. As discussed during teleconferences, the spreadsheet process was presumed to supersede any memorandum or e-mail requests for funds before April 13, 2005. In addition, between May 2, 2005, and May 27, 2005, BUD and the State Administrative Officers reviewed the spreadsheets. This review superseded and replaced any funding requests between April 13, 2005, and the completion of the review.

#### B Continued Fiscal Responsibility

States have done an excellent job managing their limited resources and are reminded to continue to operate within their revised allotments. BUD will continue to monitor spending on a monthly basis and will work closely with the States to deal with unexpected issues.

### 3 Issuing Travel Allotments

#### A Travel Questions

Direct questions according to the following table.

<b>IF question is about...</b>	<b>THEN contact...</b>
C- type travel and general accounting concerns	Christine Claussen by: <ul style="list-style-type: none"><li>• email to <b>Christine.Claussen@kcc.usda.gov</b></li><li>• telephone at 816-926-1949</li><li>• FAX to 816-926-5466.</li></ul>
allotments	Vernell Bryant Jones by: <ul style="list-style-type: none"><li>• email to <b>Vernell.BryantJones@wdc.usda.gov</b></li><li>• telephone at 202-720-5149</li><li>• FAX to 202-720-3902.</li></ul>

#### B FBP Training

Amounts shown in Exhibit 1, column 4 are based on estimates for travel costs associated with completing FBP training provided to Farm Loan Programs by each State Office. These funds should only be used for FBP training or Farm Loan Programs activities.

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### 4 Equipment Guidance

#### A State Office Non- IT Equipment Guidance

In the past, Federal equipment allotments were distributed proportionally to State Offices based on current FTE permanent ceilings issued by DAFO. To offset travel evaluation adjustments and because of tight budget constraints, equipment allotments for Federal State Offices will not be distributed this fiscal year. However, any equipment obligations currently posted in Foundation Financial Information System (FFIS) as of June 22, 2005, will be covered by funds held in the National Office on behalf of the States. To accommodate equipment needs, requests to reprogram funds from travel or overtime to equipment shall be submitted to BUD, through DAFO, Attn: Arleen Moncalieri. Reprogramming requests should include dollar amount(s) and justification. BUD will provide notification if the reprogramming request is approved or disapproved within 10 working days. This notification is necessary to maintain monthly reporting and to enter changes to travel and equipment allotments in FFIS accounting system.

Equipment reprogramming:

- is for **Federal State Office purchases only** and shall **not** be used for county Federal or non-Federal equipment needs
- does not carryover to FY 2006
- must be obligated no later than September 30, 2005
- shall **not** be used for the purchase of IT equipment, software, or office telephone and related telephone equipment costs.

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### 4 Equipment Guidance (Continued)

#### B State Office IT-Related Equipment Guidance

FSA requests for IT-related equipment or software must be submitted in writing (AD-700 required for acquisitions exceeding \$2,500) by e-mail or fax to 1 of the following ITSD employees.

Region	ITSD Contact	E-mail Address	FAX Number
Ag East	Najmur (Naz) Nahar	Najmur.Nahar@wdc.usda.gov	202-720-7134
Ag Central	Delayne Gravelle	Delayne.Gravelle@wdc.usda.gov	202-720-7134
Ag West	Earl (Buddy) Bice	Earl.Bice@wdc.usda.gov	202-720-7134

FSA requests for telephone equipment (other than cellular) and LAN/WAN/Voice-related equipment must be submitted to either of the following OCIO-ITS employees using AD-700.

OCIO-ITS Contact	E-mail Address	FAX Number
Kathy Baumgartner	Kathy.Baumgartner@kcc.usda.gov	816-926-1804
Debbie Jones	Deborah.Jones@kcc.usda.gov	816-926-1804

FSA requests for cellular telephone equipment and services must be submitted to either of the following OCIO-ITS employees using AD-700.

OCIO-ITS Contact	E-mail Address	FAX Number
Becki Schreckenghaust	Becki.Schreckenghaust @kcc.usda.gov	816-926-1804
Bobbie Budgett	Bobbie.Budgett @kcc.usda.gov	816-926-1804

#### C Monitoring Expenditures

To assist with the monitoring process, all State Offices shall:

- reconcile credit card statements in a timely manner
- ensure that the appropriate budget object class code is used according to 98-FI.

Funding for non-IT equipment procured with purchase credit cards is charged against the allotment level provided in this notice. State Offices must account for all non-IT equipment purchases when monitoring expenditures.

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**4 Equipment Guidance (Continued)**

**D Critical Equipment Needs**

State Offices shall submit written requests to DAFO for any critical non-IT equipment needs. **Written requests must include detailed descriptions, costs, cost allowances for trade-in, and supporting justifications.** FAX requests to DAFO, Attn: Arleen Moncalieri, at 202-720-5900 for review and approval on a case-by-case basis. All requests for FY 2005 should be submitted by August 26, 2005, to accommodate yearend closing procedures. Contact either of the following with questions about this process:

- Ken Nagel, DAFO, at 202-720-7890
- Arleen Moncalieri, DAFO, at 202-720-8782.

Upon approval of funds:

- MSD will ensure that requested non-IT equipment can be purchased
- approved requests will be forwarded to BUD for funding approval
- BUD will notify State Offices of final action.

**E Equipment Questions**

Direct questions about purchasing equipment according to the following table.

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>FAX</b>
Cellular telephone equipment and service.	Becki Schreckenghaust, ITS	816-926-5028	816-823-1982
	Bobbie Budgett, ITS	816-926-6465	816-448-5650
Copiers.	Jessie Bryan, MSD	202-720-4777	202-720-6543
	Ken Rachfal, MSD	202-720-9768	
Equipment approval, including workstation/furniture approval.	Ken Nagel, DAFO	202-720-7890	202-720-5900 or alternate
	Arleen Moncalieri, DAFO	202-720-8782	202-720-1096
General budget questions.	Anne Newman, BUD	202-720-0170	202-690-3902 or alternate
	Chris Pyles, BUD	202-720-8511	202-690-0591
IT equipment and software.	Ag East: Najmur (Naz) Nahar, ITSD	202-720-5788	202-720-7134
	Ag Central: DeLayne Gravelle, ITSD	202-720-9340	
	Ag West: Earl (Buddy) Bice, ITSD	202-720-0893	
Non-IT equipment.	LaShawn Lucas, MSD	202-720-4766	202-690-0917
	Steve Jones, MSD	202-720-8729	202-690-4790
Telephone and LWV-related equipment.	Kathy Baumgartner, ITS	816-926-6899	816-926-1804
	Debbie Jones, ITS	816-926-6224	

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**5 Office Moves, Renovations, and Leasing Modifications**

**A Initial Contact**

Because of tight budget constraints, State Offices must provide detailed information to DAFO for FY 2005 and anticipated FY 2006 office moves, renovations, and leasing modifications. Contact either of the following.

<b>DAFO Contact</b>	<b>E-mail Address</b>	<b>Phone Number</b>	<b>FAX Number</b>
Ken Nagel	Ken.Nagel@wdc.usda.gov	202-720-7890	202-720-5900
Arleen Moncalieri	Arleen.Moncalieri@wdc.usda.gov	202-720-8782	202-720-5900

**B Requests**

Submit requests for office moves, renovations, or leasing modifications to DAFO according to subparagraph 4 E.

<b>FARM SERVICE AGENCY</b>					
<b>Revised FY 2005 State Office Travel Allotments</b>					
<b>States</b>	<b>State Travel Allotment</b>	<b>Adjustments</b>	<b>Evaluation Adjustments</b>	<b>Farm Business Plan Travel</b>	<b>State Office Revised Travel Allotments</b>
Illinois	\$177,817	\$0	\$0	\$4,400	\$182,217
Indiana	159,738	0	0	14,000	173,738
Iowa	285,762	30,000	23,999	19,000	358,761
Michigan	172,216	4,643	34,373	5,000	216,232
Minnesota	287,003	0	35,000	25,000	347,003
Missouri	235,034	0	6,957	18,500	260,491
Ohio	132,583	0	0	7,500	140,083
Wisconsin	193,203	600	25,000	11,000	229,803
<b>Total Midwest Area</b>	<b>\$1,643,356</b>	<b>\$35,243</b>	<b>\$125,329</b>	<b>\$104,400</b>	<b>\$1,908,328</b>
Connecticut	\$16,307	\$0	\$4,850	\$0	\$21,157
Delaware	27,155	0	0	0	27,155
Maine	65,724	0	4,000	3,500	73,224
Maryland	53,388	0	26,707	4,000	84,095
Massachusetts	28,927	0	0	3,300	32,227
New Hampshire	21,128	0	0	0	21,128
New Jersey	45,234	0	0	0	45,234
New York	185,616	0	20,000	9,500	215,116
Pennsylvania	168,483	0	12,721	11,900	193,104
Rhode Island	18,292	0	0	0	18,292
Vermont	54,239	10,922	6,507	0	71,668
West Virginia	114,504	0	0	5,700	120,204
<b>Total Northeast Area</b>	<b>\$798,997</b>	<b>\$10,922</b>	<b>\$74,785</b>	<b>\$37,900</b>	<b>\$922,604</b>
Alaska	\$68,135	\$0	\$0	\$1,500	\$69,635
Idaho	147,685	0	0	7,800	155,485
Montana	180,157	26,642	0	4,600	211,399
Nebraska	200,718	0	39,213	25,000	264,931
North Dakota	235,743	0	0	17,500	253,243
Oregon	120,034	0	6,966	12,000	139,000
South Dakota	266,159	0	0	20,000	286,159
Washington	159,880	0	0	7,000	166,880
Wyoming	78,345	0	0	3,500	81,845
<b>Total Northwest Area</b>	<b>\$1,456,856</b>	<b>\$26,642</b>	<b>\$46,179</b>	<b>\$98,900</b>	<b>\$1,628,577</b>
Alabama	\$150,663	\$30,586	\$31,000	\$13,500	\$225,749
Arkansas	216,954	0	14,232	14,000	245,186
Florida	145,841	0	51,737	9,000	206,578
Georgia	171,791	0	0	20,000	191,791
Kentucky	226,596	3,550	4,904	8,500	243,550
Louisiana	126,557	0	0	7,000	133,557
Mississippi	166,615	0	0	1,000	167,615
North Carolina	210,928	0	0	14,200	225,128
Puerto Rico	123,295	0	0	0	123,295
South Carolina	86,214	8,200	0	5,500	99,914
Tennessee	198,875	0	24,125	10,700	233,700
Virginia	186,822	0	3,000	5,000	194,822
<b>Total Southeast Area</b>	<b>\$2,011,151</b>	<b>\$42,336</b>	<b>\$128,998</b>	<b>\$108,400</b>	<b>\$2,290,885</b>
Arizona	\$108,477	\$0	\$376	\$3,300	\$112,153
California	129,038	2,969	36,592	18,500	187,099
Colorado	114,504	0	0	6,500	121,004
Hawaii	202,278	0	48,504	1,500	252,282
Kansas	251,199	0	11,613	9,800	272,612
Nevada	78,557	0	0	2,300	80,857
New Mexico	105,499	0	199	0	105,698
Oklahoma	277,574	0	0	35,000	312,574
Texas	666,460	0	0	32,000	698,460
Utah	84,371	0	2,902	3,100	90,373
<b>Total Southwest Area</b>	<b>\$2,017,957</b>	<b>\$2,969</b>	<b>\$100,186</b>	<b>\$112,000</b>	<b>\$2,233,112</b>
<b>Total States</b>	<b>\$7,928,317</b>	<b>\$118,112</b>	<b>\$475,477</b>	<b>\$461,600</b>	<b>\$8,983,506</b>

Leadership Program travel increases: Michigan, Wisconsin, Vermont, Montana and South Carolina  
 Alabama - Hurricane Ivan; Kentucky - Appraisal Training; California - ASCR Listening Session; Iowa - reprogramming

*Dennis J. Tartans*  
 Director, Budget Division

*6/24/05*  
 Date