

For: State Offices

FY 2006 Funding for Operating Under a Continuing Resolution (CR)

Approved by: Deputy Administrator, Management



1 Overview

A Background

On September 30, 2005, the President signed Pub. L. 109-119, a CR to fund the operations of agencies including USDA that lack regular appropriations at the beginning of FY 2006. The CR is effective October 1, 2005, through November 18, 2005.

The House of Representatives and Senate Appropriations Committee have passed their versions of the appropriations bill and are currently in conference to bring the bill to a vote. The appropriations levels in both versions of the bill are now below the President's budget request.

B Purpose

This notice:

- provides guidance:
 - for FSA operations during the CR period
 - on monitoring travel, equipment, and overtime expenses until FY allotments are issued
- issues initial allotments for non-Federal County Office administrative expenses through November 18, 2005 (Exhibit 1).

C Contact

For questions about allotments for States located in the:

- Northeast, Southeast, or Midwest regions, contact Robert Flores at 202-720-9068
- Northwest or Southwest regions, contact Elizabeth Hill at 202-720-9862.

Disposal Date

December 1, 2005

Distribution

State Offices

Notice BU-687

2 Non-Federal Allotments

A FY 2006 Guidelines and Levels

The FY 2006 non-Federal County Office personnel allotment for States in Exhibit 1 is based on the following:

- if all the FY 2003, 2004, 2005, and 2006 ceilings are greater than the number of onboard permanent full-time employees as of September 30, 2005, the funded ceiling will be the smallest of the 4 ceilings but greater than or equal to the number of onboard employees

Note: If all of the 4 previous ceilings are less than the number onboard employees, the funded ceilings will be the number onboard.

- DAFO-approved FY 2006 other staff year ceilings for temporary employees and COC employees provided in the initial FY 2006 non-Federal and Federal ceiling memorandum from DAFO to SED's issued September 22, 2005, or as later revised by DAFO.

Note: SED's shall manage temporary employees and overtime for all employees within the temporary payroll allotment provided.

Personnel costs are non-discretionary and must be covered. Discretionary operating expenses will be impacted most by the constrained budget. Although State Offices will continue to be afforded maximum flexibility to manage operating expense funds to meet the needs of the Agency, State Offices are encouraged to stay within the various operating expense levels as much as possible.

State Offices shall estimate and issue operating expense allotments to County Offices. County Offices shall enter the other operating expense allotment in the automated County Office Expense System CCC-514 ledger. BUD strongly suggests that State Offices refer to BRIO Report D1702CT to monitor and control other operating expenses by comparing expenses to the total available other operating expense allotment amount.

B Salaries and Benefits

Salaries and benefits allotments for permanent and temporary employees are calculated as follows:

- salaries and benefits expense and staff year usage for FY 2006 pay period 2 through pay period 16 are used to establish staff year cost by state for permanent, temporary, and COC/MS employees
- plus any other personnel costs that would be included on an employee's W-2.

Notice BU-687

2 Non-Federal Allotments (Continued)

C Travel

County Office travel allotments for this CR period are based on the national FY 2005 travel allotment prorated to each State by the cumulative FY 2005 State level expenditures through August 31, 2005.

Note: Travel allotments in this notice also cover hurricane related travel.

Relocation expenses will be handled on a case-by-case basis. States should request relocation funds through DAFO, as needed. No relocation allotment has been provided at this time.

Further evaluation of nationally directed travel will be completed before issuing full-year allotments.

BUD will closely monitor travel usage, by State, at the National Office level. A BRIO travel report was developed by BUD to aid State Offices in monitoring travel expenditures. All State Offices shall review this report to determine if there are any erroneous obligations against the travel authorization.

D Awards

No award allotment will be issued at this time. An award allotment may be issued at a later date, but FSA must first assess the full impact of the constrained budget and FSA's ability to operate within it.

Note: Time-off awards are available and should be considered instead of monetary rewards.

E Rent and Utilities

Rent allotments are based on FY 2005 allotments and a 4.5% inflation factor. Rent allotments provided in this notice are for 2 months.

F Postage

Postage allotments are based on FY 2005 allotments.

G Supplies and Materials

Allotments have been issued using \$763 per permanent full-time staff year. It is recognized that Type 1 offices have historically purchased supplies for the GS employees with CO funds. To ensure that funding levels are adequate to continue field office operations, the full-year allotment will be based on the FY 2006 ceilings, including the portion of the GS field ceiling assumed to be in the County Offices.

Notice BU-687

2 Non-Federal Allotments (Continued)

H Equipment and Furniture

Allotments have been issued using \$334 per permanent full-time staff year. It is recognized that Type 1 offices have historically purchased supplies for the GS employees with CO funds. To ensure that funding levels are adequate to continue field office operations, the full-year allotment will be based on the FY 2006 ceilings, including the portion of the GS field ceiling assumed to be in the County Offices.

I Voluntary Early Separation Costs

Expenses associated with Voluntary Early Separation Incentive Payments (VSIP) and lump sum payments have not been included in this notice. BUD is working with HRD to obtain the final list and will provide for those expenses in the next allotment notice.

3 Action

A State Office Action

State Offices shall follow this table.

Step	Action
1	Determine and issue initial nonpayroll allotments in Exhibit 1 to County Offices to pay administrative operating expenses for FY 2006.
2	Hold a reasonable reserve at the State Office 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 Office notice: <ul style="list-style-type: none">to adjust FY 2006 CCC-514, by recording the additional nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"that all FY 2006 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 neither fund exceeds the respective 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: 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.
7	FAX additional nonpayroll allotments issued to County Offices on FSA-510 to: <ul style="list-style-type: none">Vicki Stroer, KCFO, at 816-823-1343Robert Flores, BUD, at 202-690-0591.
8	Advise BUD, in writing, of any needed adjustments to the total County Office allotment and provide justification for requests to increase the allotment amount.

Initial FY 2006 Non-Federal County Office Allotments

FY 2006 Funding for Operating Under a Continuing Resolution									
State	Permanent	Temporary	Travel	Rent	Telecom	Postage	Supplies	Equipment	Total
ILLINOIS	\$ 4,026,988	\$ 162,713	\$ 53,572	\$ 937,166	\$ 31,666	\$ 115,325	\$ 59,722	\$ 26,120	\$ 5,413,272
INDIANA	2,629,940	129,246	41,711	695,166	44,666	46,935	39,796	17,401	3,644,861
IOWA	4,712,618	166,008	91,773	1,160,334	31,166	67,200	73,144	31,970	6,334,213
MICHIGAN	1,665,564	86,487	38,402	590,334	21,000	37,555	27,498	12,025	2,478,865
MINNESOTA	3,158,613	107,209	83,916	722,500	37,666	42,630	49,926	21,839	4,224,299
MISSOURI	3,240,253	148,603	65,520	955,166	50,166	40,495	48,163	21,061	4,569,427
OHIO	2,454,445	169,715	59,089	591,500	18,500	39,550	37,120	16,248	3,386,167
WISCONSIN	2,429,797	79,304	40,518	525,334	28,334	71,190	38,145	16,694	3,229,316
MIDWEST	\$ 24,318,218	\$ 1,049,285	\$ 474,501	\$ 6,177,500	\$ 263,164	\$ 460,880	\$ 373,514	\$ 163,358	\$ 33,260,420
CONNECTICUT	\$ 129,444	\$ 9,842	\$ 1,070	\$ 49,166	\$ 1,000	\$ 1,330	\$ 1,637	\$ 729	\$ 194,218
DELAWARE	89,727	8,604	1,224	28,834	-	1,190	1,222	535	131,336
MAINE	255,794	17,154	5,701	165,166	11,000	4,410	5,222	2,289	466,736
MARYLAND	473,107	25,812	9,657	132,334	5,334	8,050	7,463	3,282	665,039
MASSACHUSETTS	163,368	12,852	6,252	52,834	1,000	3,360	2,671	1,173	243,510
NEW HAMPSHIRE	100,132	8,591	2,922	65,834	4,834	1,995	1,634	704	186,646
NEW JERSEY	165,609	13,042	5,408	104,000	2,666	7,910	2,848	1,268	302,751
NEW YORK	1,048,998	61,019	35,012	507,666	17,334	24,255	19,747	8,618	1,722,649
PENNSYLVANIA	1,287,436	98,757	31,579	456,666	27,166	28,175	20,248	8,873	1,958,900
RHODE ISLAND	32,628	4,185	1,035	334	334	665	522	220	39,923
VERMONT	173,390	30,190	3,502	83,500	5,834	1,750	4,697	2,044	304,907
WEST VIRGINIA	583,654	29,898	17,636	244,000	14,000	6,965	8,402	3,673	908,228
NORTHEAST	\$ 4,503,287	\$ 319,946	\$ 120,998	\$ 1,890,334	\$ 90,502	\$ 90,055	\$ 76,313	\$ 33,408	\$ 7,124,843
ALASKA	\$ 58,019	\$ 11,752	\$ 6,625	\$ 15,834	\$ 1,000	\$ 1,470	\$ 700	\$ 315	\$ 95,715
IDAHO	830,806	44,946	34,824	259,834	7,334	10,745	14,416	6,304	1,209,209
MONTANA	1,679,775	79,884	44,399	407,666	17,166	26,005	23,110	10,106	2,288,111
NEBRASKA	3,143,998	142,767	57,816	594,000	21,166	62,090	47,851	20,946	4,090,634
NORTH DAKOTA	2,312,303	97,491	62,097	501,334	19,334	76,020	35,797	15,640	3,120,016
OREGON	616,111	49,128	14,745	246,334	12,334	15,015	10,526	4,822	968,815
SOUTH DAKOTA	2,493,884	102,236	54,801	475,500	28,000	42,630	38,672	16,902	3,252,625
WASHINGTON	710,102	41,446	10,344	246,000	4,334	26,425	11,339	4,978	1,054,968
WYOMING	441,362	20,707	6,003	128,500	6,000	6,160	6,335	2,786	617,853
NORTHWEST	\$ 12,286,360	\$ 590,357	\$ 291,654	\$ 2,875,002	\$ 116,668	\$ 266,560	\$ 188,746	\$ 82,599	\$ 16,697,946
ALABAMA	\$ 1,565,040	\$ 50,054	\$ 57,162	\$ 351,334	\$ 26,000	\$ 42,910	\$ 20,463	\$ 8,937	\$ 2,121,900
ARKANSAS	1,793,558	54,660	31,153	287,834	-	43,715	27,931	12,194	2,251,045
FLORIDA	727,577	54,656	25,336	232,000	10,834	14,735	12,055	5,291	1,062,484
GEORGIA	2,583,081	53,948	56,200	303,334	27,334	48,685	34,065	14,887	3,121,534
KENTUCKY	2,668,439	106,440	37,036	684,500	50,666	75,215	38,646	16,921	3,677,863
LOUISIANA	1,345,475	72,568	18,460	327,500	29,666	26,005	21,579	9,453	1,850,706
MISSISSIPPI	1,965,732	290,169	26,211	655,500	50,500	57,260	29,164	12,760	3,087,296
NORTH CAROLINA	2,756,077	83,864	31,490	389,500	58,500	53,375	37,653	16,450	3,426,909
PUERTO RICO	-	45,454	450	-	-	-	-	-	45,904
SOUTH CAROLINA	1,032,837	37,080	22,847	271,666	-	20,370	15,353	6,697	1,406,850
TENNESSEE	2,290,082	94,115	33,053	584,334	31,166	40,110	30,575	13,365	3,116,800
VIRGINIA	1,422,043	53,604	259	530,666	35,334	44,135	21,901	9,579	2,117,521
VIRGIN ISLANDS	8,416	-	29,816	166	-	-	105	35	38,538
SOUTHEAST	\$ 20,158,357	\$ 996,612	\$ 369,473	\$ 4,618,334	\$ 320,000	\$ 466,515	\$ 289,490	\$ 126,569	\$ 27,345,350
ARIZONA	\$ 258,330	\$ 16,383	\$ 10,822	\$ 131,334	\$ 334	\$ 4,410	\$ 4,106	\$ 1,803	\$ 427,522
CALIFORNIA	1,007,180	66,509	22,279	394,666	8,500	26,880	17,405	7,607	1,551,026
COLORADO	1,061,331	60,736	27,726	398,000	166	15,540	15,957	6,983	1,586,439
HAWAII	116,665	11,908	10,843	3,834	1,666	2,135	1,435	630	149,116
KANSAS	3,613,556	187,328	66,172	1,005,166	22,166	81,795	55,422	24,232	5,055,837
NEVADA	126,099	8,285	7,630	40,000	1,000	665	1,847	799	186,325
NEW MEXICO	497,506	23,574	22,181	135,834	2,666	13,545	7,788	3,405	706,499
OKLAHOMA	2,022,791	116,879	37,937	422,500	20,666	60,865	35,194	15,375	2,732,207
TEXAS	5,274,390	276,706	137,543	1,652,834	90,334	137,200	77,034	33,687	7,679,728
UTAH	464,736	28,498	10,486	135,000	3,834	8,155	7,150	3,119	660,978
SOUTHWEST	\$ 14,442,584	\$ 796,806	\$ 353,619	\$ 4,319,168	\$ 151,332	\$ 351,190	\$ 223,338	\$ 97,640	\$ 20,735,677
TOTAL ALL STATES	\$ 75,708,806	\$ 3,753,006	\$ 1,610,245	\$ 19,880,338	\$ 941,666	\$ 1,635,200	\$ 1,151,401	\$ 503,574	\$ 105,184,236

Dennis J. Zartano
 Director, Budget Division

11-4-05
 Date