

For: State Offices

Partial-Year FY 2006 Non-Federal County Office Allotments

Approved by: Deputy Administrator, Management



1 Overview

A Background

On November 10, 2005, the President signed Pub. L. 109-97, Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2006 that provided FSA with full-year appropriations.

There are several items to be resolved before full-year allotments can be issued. Pending final decisions, a partial allotment (70 paid-for workdays) is being issued through January 7, 2006.

B Purpose

This notice issues initial FSA County Office allotments for non-federal administrative expenses through January 7, 2006, which is the end of pay period 26 (exhibit 1).

C Contacts

The following table provides contacts if you have questions about allotments.

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

Disposal Date	Distribution
February 1, 2006	State Offices

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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 of 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. Where required, County Offices shall also enter the other operating expense allotment in the automated County Office Expense System CCC-514 ledger. State Offices shall also 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

Salary and benefit allotments for permanent and temporary employees are calculated as follows.

- salary and benefit expenses divided by actual staff year usage for FY 2005 pay period 2 through pay period 16 were used to establish average 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
- salary and benefit needs for hurricane related temporary employees were provided in full.

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2 Non-Federal Allotments (Continued)

C Lump Sum Leave Payments

BUD is working with HRD and will provide allotments to cover the lump sum leave costs associated with voluntary separations as soon as possible.

D Travel

County Office travel allotments for this partial-year period are based on FY 2005 travel expenditures.

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.

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.

E Awards

No award allotment is being issued at this time.

F Rent and Utilities

Rent and utility allotments are based on FY 2005 expenditures and a 4.5 percent inflation factor. Rent and utility allotments provided in this notice are for 4 months.

G Telecommunications

Telecommunication allotments are based on FY 2005 expenditures. This expense will be taken over by ITS so do not use this amount when calculating potential full-year allotments. Telecommunication allotments are calculated by multiplying the average monthly FY 2005 expenditures times 2, or the October 2005 expenditures times 2, and using whichever is less.

H Postage

Postage allotments are based on FY 2005 expenditures.

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2 Non-Federal Allotments (Continued)

I Supplies and Materials

Allotments have been issued using \$763 per permanent full-time staff year based on the FY 2006 ceiling level. 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 partial-year allotments will be based on the FY 2006 ceilings, including the portion of the GS field ceiling assumed to be in the County Offices.

J 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 partial-year allotments will be based on the FY 2006 ceilings, including the portion of the GS field ceiling assumed to be in the County Offices.

K Voluntary Early Separation Costs

Expenses associated with Voluntary Early Separation Incentive Payments have not been included in this notice. BUD is working with HRD to obtain the final list and will provide for those expenses as soon as possible.

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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 816-823-1343 • Robert 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.

Final Partial-Year FY 2006 Non-Federal County Office Allotments

Partial FY 2006 Allotments from October 1, 2005 Through January 7, 2006									
State	Permanent	Temporary	Travel	Rent & Utility	Telecom	Postage	Supplies	Equipment	Total /3
ILLINOIS	\$ 8,053,978	\$ 325,426	\$ 104,281	\$ 1,873,228	\$ 19,180	\$ 159,250	\$ 119,443	\$ 52,240	\$ 10,707,004
INDIANA	5,259,880	258,492	81,004	1,358,296	15,438	109,690	79,593	34,802	7,197,195
IOWA	9,425,235	332,014	178,144	2,336,036	15,300	139,230	146,288	63,939	12,636,186
MICHIGAN	3,331,129	172,974	77,700	1,125,272	9,706	102,410	54,996	24,050	4,898,237
MINNESOTA	6,317,227	214,418	167,576	1,476,520	11,318	95,060	99,853	43,677	8,425,649
MISSOURI	6,480,508	297,204	130,065	1,778,628	52,716	120,610	96,326	42,122	8,998,177
OHIO	4,908,889	339,429	115,121	1,185,860	15,906	74,340	74,241	32,496	6,746,282
WISCONSIN	4,859,594	158,607	80,575	1,036,500	8,670	132,510	76,291	33,387	6,386,134
MIDWEST	\$ 48,636,436	\$ 2,098,564	\$ 934,446	\$ 12,170,340	\$ 148,234	\$ 933,100	\$ 747,031	\$ 326,713	\$ 65,994,864
CONNECTICUT	\$ 258,889	\$ 19,685	\$ 3,108	\$ 91,508	\$ -	\$ 1,960	\$ 3,274	\$ 1,458	\$ 379,882
DELAWARE	179,454	17,208	2,308	59,616	-	2,730	2,445	1,069	264,830
MAINE	511,587	34,308	18,695	318,708	-	11,340	10,445	4,578	909,661
MARYLAND	946,213	51,824	18,886	254,266	520	15,960	14,926	6,655	1,308,950
MASSACHUSETTS	326,737	25,704	13,094	96,680	-	7,630	5,341	2,345	477,531
NEW HAMPSHIRE	200,264	17,181	5,697	126,960	2,454	3,710	3,268	1,408	360,942
NEW JERSEY	331,217	26,083	10,494	184,284	2,900	12,390	5,697	2,536	575,601
NEW YORK	2,097,996	122,036	70,977	1,000,128	2,880	52,640	39,493	17,236	3,403,386
PENNSYLVANIA	2,574,873	197,514	61,375	637,566	24,298	38,780	40,495	17,746	3,792,637
RHODE ISLAND	65,256	8,370	2,213	216	314	840	1,045	439	78,693
VERMONT	346,779	60,380	7,814	172,316	1,078	6,230	9,395	4,088	608,080
WEST VIRGINIA	1,167,308	59,796	34,630	466,916	10,648	17,990	16,804	7,346	1,781,438
NORTHEAST	\$ 9,006,573	\$ 639,889	\$ 249,291	\$ 3,609,144	\$ 45,092	\$ 172,200	\$ 152,628	\$ 66,814	\$ 13,941,631
ALASKA	\$ 116,038	\$ 23,504	\$ 13,238	\$ 12,788	\$ -	\$ 3,920	\$ 1,400	\$ 630	\$ 171,518
IDAHO	1,661,613	89,892	68,737	464,848	11,838	40,320	28,833	12,608	2,378,689
MONTANA	3,359,549	159,768	89,020	796,480	18,040	27,020	46,220	20,211	4,516,308
NEBRASKA	6,287,995	285,533	115,568	1,166,472	10,952	168,630	95,702	41,892	8,172,744
NORTH DAKOTA	4,624,606	194,982	127,744	1,063,880	11,870	135,380	71,595	31,280	6,281,337
OREGON	1,232,222	98,256	29,386	445,140	8,320	29,810	21,052	9,244	1,873,230
SOUTH DAKOTA	4,987,768	204,473	108,984	969,508	8,784	102,200	77,345	33,804	6,492,866
WASHINGTON	1,420,203	82,892	20,675	484,768	4,316	56,140	22,679	9,956	2,101,629
WYOMING	882,724	41,416	11,767	236,572	6,214	17,570	12,669	5,573	1,214,505
NORTHWEST	\$ 24,572,718	\$ 1,180,716	\$ 585,119	\$ 5,640,456	\$ 80,334	\$ 580,790	\$ 377,495	\$ 165,198	\$ 33,182,826
ALABAMA	\$ 3,130,080	\$ 98,618	\$ 110,803	\$ 661,240	\$ 10,086	\$ 84,070	\$ 40,927	\$ 17,874	\$ 4,153,698
ARKANSAS	3,587,115	109,322	61,878	577,240	-	91,000	55,861	24,388	4,506,804
FLORIDA	1,455,154	104,502	49,189	450,896	1,484	32,200	24,111	10,582	2,128,118
GEORGIA	5,166,163	107,896	113,723	597,260	11,816	47,250	68,129	29,774	6,142,011
KENTUCKY	5,336,878	212,881	71,934	1,267,360	52,868	52,920	77,292	33,842	7,105,975
LOUISIANA	2,690,950	138,438	36,427	667,196	12,326	43,960	43,159	18,905	3,651,361
MISSISSIPPI	3,931,465	547,339	52,682	1,320,872	15,208	100,380	58,328	25,520	6,051,794
NORTH CAROLINA	5,512,154	167,729	62,962	684,364	12,798	123,550	75,306	32,901	6,671,752
PUERTO RICO	-	90,908	899	-	-	-	-	-	91,807
SOUTH CAROLINA	2,065,674	74,161	44,621	501,444	-	36,260	30,707	13,394	2,766,261
TENNESSEE	4,580,163	188,231	66,038	1,098,580	15,818	54,250	61,150	26,729	6,090,967
VIRGINIA	2,844,087	107,208	59,117	911,676	36,918	77,910	43,802	19,157	4,099,875
VIRGIN ISLANDS	16,833	-	540	-	-	-	210	70	17,653
SOUTHEAST	\$ 40,316,716	\$ 1,947,233	\$ 730,801	\$ 8,738,128	\$ 169,320	\$ 743,750	\$ 578,982	\$ 253,138	\$ 53,478,066
ARIZONA	\$ 516,660	\$ 32,766	\$ 23,166	\$ 256,212	\$ -	\$ 12,950	\$ 8,211	\$ 3,606	\$ 853,570
CALIFORNIA	2,014,360	133,019	46,906	805,316	3,934	35,630	34,809	15,214	3,089,188
COLORADO	2,122,662	121,471	60,462	591,900	2,392	50,890	31,913	13,965	2,995,655
HAWAII	233,330	23,815	22,196	580	-	4,970	2,870	1,260	289,021
KANSAS	7,227,112	374,656	129,034	2,006,956	30,298	130,270	110,843	48,465	10,087,634
NEVADA	252,197	16,570	16,764	74,428	200	1,470	3,694	1,598	366,921
NEW MEXICO	995,011	47,147	45,076	228,120	862	21,140	15,577	6,810	1,359,743
OKLAHOMA	4,045,582	233,758	74,011	841,604	8,234	98,350	70,388	30,751	5,402,678
TEXAS	10,548,780	553,412	282,448	3,213,592	32,616	254,240	154,088	67,373	15,106,529
UTAH	929,473	56,995	20,760	255,648	1,398	10,920	14,300	6,238	1,295,732
SOUTHWEST	\$ 28,885,167	\$ 1,593,809	\$ 720,823	\$ 8,274,356	\$ 79,934	\$ 620,830	\$ 446,673	\$ 195,279	\$ 40,816,671
TOTAL ALL STATES	\$ 151,417,610	\$ 7,460,011	\$ 3,220,480	\$ 38,432,424	\$ 522,914	\$ 3,050,870	\$ 2,302,809	\$ 1,007,140	\$ 207,414,068

Dennis J. Zaitano
 Director, Budget Division

12/8/05
 Date

/1 Includes County Office Allotments issued in Notice BU-687