

For: State Offices

Adjustments to FY 2012 Non-Federal County Operating Allotments

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Several recent decisions are requiring some offices to have increased postage expenses. These include postage costs related to office closure activities as well as potential activity for final AGI mailings. The Administrator authorized an initial increase to the non-Federal county FY 2012 administrative postage allotments for the office closure expenses and has agreed to allow States to request reimbursement for the AGI mailings.

B Purpose

This notice provides:

- the funds distributed to States that have office closure activities
- the method used to develop the additional postage allotment
- guidance for requesting AGI mailing reimbursements
- other actual office closure expenses request guidance for non-Federal County Offices.

C Contacts

If there are questions about:

- Fund 87 nonpersonnel allotments or these allotment increases, contact Tarnya (TC) Chappelle, BUD, by any of the following:
 - e-mail to tarnya.chappelle@wdc.usda.gov
 - telephone at 202-720-5149
 - FAX at 202-690-0591
- the data for SCIMS records, contact Alison Groenwoldt, PECD, by either of the following:
 - e-mail to alison.groenwoldt@wdc.usda.gov
 - telephone at 202-720-4213.

Disposal Date	Distribution
October 1, 2012	State Offices

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2 Allotment Increases

A General

A postage increase amount will be issued for non-Federal County Offices that have office closure activities. The increase will be added to the non-Federal County Office existing postage allotment and will be reflected in the Budget and Performance Management System (BPMS) models in Fund 87, "Direct" on the "Postage" line. The National Office non-Federal nonpersonnel budget analyst, for the State Offices, will enter the increases in the Allotment Change Request model in BPMS **before** the models open in July. The increased funds may be used for postage purposes **only**.

Note: See Exhibit 1 for the amount that applicable State Offices will receive.

B Calculating Office Closure Postage Allotment

The postage funds are to be used **only** for mailings to notify producers of office closures. This allotment adjustment was developed based on the number of SCIMS records for each county reflecting a "Y" for mailings that are unique addresses or 1 per household. The number of records was then multiplied by 45 cents. The amounts were rounded up to the next whole dollar.

Note: State Offices may request additional postage funds for office closure expenses that exceed the amount increased by the allotment adjustment. State Offices may request additional reimbursement by:

- entering Fund 87, "Additional Funding Request" in the Allotment Change Request model in the Profitability and Cost Management Tool
- specifying "AGI Actual Postage Expense" in the "Justification" block.

C Requesting AGI Mailings Reimbursement

To request reimbursement of actual AGI postage expenses after the mailings have occurred, provide the amount of postage expense to the budget contact in the State Office. The budget contact will request reimbursement by:

- entering Fund 87, "Additional Funding Request" in the Allotment Change Request model in the Profitability and Cost Management Tool
- specifying "AGI Actual Postage Expense" in the "Justification" block.

All requested postage reimbursements for any month are to be compiled with any others the State may have and entered into the model. After the "Additional Funding Request" is submitted in the model by the budget contact, OBF will review and process the request.

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2 Allotment Increases (Continued)

D Other Office Closure Expenses

To request reimbursement of other actual office closure expenses, provide the amount and type of expense to the budget contact in the State Office. The budget contact will request reimbursement by:

- entering Fund 87, “Additional Funding Request” in the Allotment Change Request model in the Profitability and Cost Management Tool
- specifying the type of office closure expense in the “Justification” block.

After the “Additional Funding Request” is submitted in the model by the budget contact, OBF will review and process the request.

FY 2012 Non-Federal County Postage Increase for Fund 87, “Direct”

The following postage increase amounts will be issued to State Offices that have office closure activities. The National Office non Federal, nonpersonnel budget analyst for the State Offices will enter the increases in the Allotment Change Request model in BPMS **before** the models open in July. The increased funds may be used for postage purposes **only**. The increase will be added to the non-Federal County Office existing postage allotment and will be reflected in the BPMS models in Fund 87, “Direct” on the “Postage” line.

<u>State</u>	<u>Amount</u>	<u>State</u>	<u>Amount</u>
Illinois	\$0	Alaska	\$0
Indiana	2,345	Idaho	1,414
Iowa	2,250	Montana	180
Michigan	947	Nebraska	0
Minnesota	4,600	North Dakota	0
Missouri	2,398	Oregon	1,249
Ohio	4,566	South Dakota	1,416
Wisconsin	1,467	Washington	0
Midwest total	18,573	Wyoming	0
		Northwest total	4,259
Connecticut	\$0	Arizona	\$159
Delaware	0	California	0
Maine	345	Colorado	588
Maryland	357	Hawaii	0
Massachusetts	0	Kansas	0
New Hampshire	0	Nevada	111
New Jersey	0	New Mexico	465
New York	1,276	Oklahoma	512
Pennsylvania	4,012	Texas	9,022
Rhode Island	0	Utah	100
Vermont	0	Territory of Guam	0
West Virginia	2,013	Southwest total	10,957
Northeast total	8,003		
Alabama	\$0		
Arkansas	5,530		
Florida	3,697		
Georgia	1,530		
Kentucky	3,548		
Louisiana	2,564		
Mississippi	5,135		
North Carolina	4,342		
South Carolina	993		
Tennessee	8,340		
Virginia	0		
Puerto Rico	0		
Virgin Islands	0		
Southeast total	35,679		
Total States Postage	\$77,471		