

**For:** State Offices

**FY 2015 Second, Third, and Fourth Quarter Appraisers Funding Authorizations**

**Approved by:** Associate Administrator for Operations and Management

*Chris P. Beyerhelm*

**1 Overview**

**A Background**

On December 16, 2014, the President signed Pub. L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015.

**B Purpose**

This notice:

- issues second, third, and fourth quarter appraisers funding authorizations for Fund 84 Federal allotments (Exhibit 1)
- provides guidance to State Offices on correctly using these funds.

**C Contacts**

If there are questions about funding authorizations, contact either of the following.

<b>IF located in the following National or State Office...</b>	<b>THEN contact the following BUD analyst...</b>
Arizona, California, Colorado, Guam, Hawaii, Illinois, Iowa, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah, DAFLP	Lillie McComb by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:lillie.mccomb@wdc.usda.gov">lillie.mccomb@wdc.usda.gov</a></li> <li>• telephone at 202-720-2201</li> <li>• FAX at 202-690-1503.</li> </ul>
Alabama, Arkansas, Florida, Georgia, Indiana, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands	TC Chappelle by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:tarnya.chappelle@wdc.usda.gov">tarnya.chappelle@wdc.usda.gov</a></li> <li>• telephone at 202-720-5149</li> <li>• FAX at 202-690-1503.</li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2015	State Offices

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**1 Overview (Continued)**

**C Contacts (Continued)**

<b>IF located in the following National or State Office...</b>	<b>THEN contact the following BUD analyst...</b>
Connecticut, Delaware, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia	LaTosha Fleming by 1 of the following: <ul style="list-style-type: none"><li>• e-mail to <b>latosha.fleming@wdc.usda.gov</b></li><li>• telephone at 202-720-8861</li><li>• FAX at 202-690-1503.</li></ul>
Alaska, Idaho, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Washington, Wisconsin, Wyoming	Ricky Williams by 1 of the following: <ul style="list-style-type: none"><li>• e-mail to <b>ricky.williams@wdc.usda.gov</b></li><li>• telephone at 202-772-9017</li><li>• FAX at 202-690-1503.</li></ul>

**2 FY 2015 Second, Third and Fourth Quarter Funding Authorizations**

**A Appraisers Funding Authorizations**

FY 2015 State appraiser fees, training, training tuition, and books are authorized during the second, third and fourth quarters.

**Note:** See Exhibit 1 for the amount that each State will receive.

The appraiser funding authorizations will be added to the State’s Agricultural Credit Insurance Fund allotment after the FY 2015 allotments have been issued. The funds must be used for **FLP purposes only**.

**B Local Travel (WebTA), Purchase Cards (AXOL) and Integrated Acquisition System (IAS) Accounting Code**

If an accounting code needs to be created for IAS, then State Offices should contact the assigned budget analyst. Exhibit 1 provides the WebTA and AXOL accounting code assigned to each State Office. All State Offices **must** use their assigned accounting code for appraisers’ activities.

**Note:** Do not use the WebTA codes for payroll. These codes should only be used for local travel processed in WebTA.

**C Concur Accounting Code**

A unique accounting code has been created in Concur to use when overnight travel is required for appraisers’ activities. The State Office must use the Concur accounting code established for appraisers’ activities requiring overnight travel. See **Exhibit 1**.

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### 2 FY 2015 Second, Third and Fourth Quarters Funding Authorizations (Continued)

#### D Entering Accounting Codes

If State Offices encounter any problems entering the accounting codes, then contact either of the following:

- Claire Lindsey, FMD, OBF, by either of the following:
  - e-mail at **claire.lindsey@kcc.usda.gov**
  - telephone at 816-926-6245
- Marsha Stevens, FMD, OBF, by either of the following:
  - e-mail at **marsha.stevens@kcc.usda.gov**
  - telephone at 816-926-6288.

#### E State Office and BUD Contact Actions

State Offices and BUD contacts shall:

- ensure that the funds are used **only** for appraiser activities
- use the designated codes
- ensure that no more than the funding authorization amount is vouchered in WebTA or Concur, or otherwise used.

Second, Third and Fourth Quarters FY 2015 Funding and Accounting Information for Appraisers

This table provides funding information and codes by State for WebTA, AXOL, and Concur.

For Concur, the formatting includes a dash (-) between the 3 different components that make up the accounting code. Failure to include the dashes may cause some State Offices problems in retrieving the proper information in Concur.

**Example:** For Alabama, the proper coding format for Concur is “151515-AL-APPRAISAL”.

STATE NAME	FY 2015 Travel	FY 2015 Fees	FY 2015 Tuition & Books	FY 2015 Combined Total	WebTA/AXOL	Concur
State Of Illinois	\$900	\$1,080	\$1,325	\$3,305	584I000APPRSL	151515-IL-APPRAISAL
State Of Indiana	0	0	507	507	584IN000APPRSL	151515-IN-APPRAISAL
State Of Iowa	0	0	500	500	584IA000APPRSL	151515-IA-APPRAISAL
State Of Michigan	100	0	250	350	584MI000APPRSL	151515-MI-APPRAISAL
State Of Minnesota	610	246	900	1,756	584MN000APPRSL	151515-MN-APPRAISAL
State Of Missouri	755	0	525	1,280	584MO000APPRSL	151515-MO-APPRAISAL
State Of Ohio	0	165	735	900	584OH000APPRSL	151515-OH-APPRAISAL
State Of Wisconsin	3,300	0	3,500	6,800	584WI000APPRSL	151515-WI-APPRAISAL
<b>Total MWA, Fund 84</b>	<b>5,665</b>	<b>1,491</b>	<b>8,242</b>	<b>15,398</b>		
State Of Connecticut	0	0	0	0	584CT000APPRSL	151515-CT-APPRAISAL
State Of Delaware	0	0	0	0	584DE000APPRSL	151515-DE-APPRAISAL
State Of Maine	0	0	0	0	584ME000APPRSL	151515-ME-APPRAISAL
State Of Maryland	0	0	0	0	584MD000APPRSL	151515-MD-APPRAISAL
State Of Massachusetts	0	0	0	0	584MA000APPRSL	151515-MA-APPRAISAL
State Of New Hampshire	0	0	0	0	584NH000APPRSL	151515-NH-APPRAISAL
State Of New Jersey	200	600	800	1,600	584NJ000APPRSL	151515-NJ-APPRAISAL
State Of New York	0	0	0	0	584NY000APPRSL	151515-NY-APPRAISAL
State Of Pennsylvania	506	305	900	1,711	584PA000APPRSL	151515-PA-APPRAISAL
State Of Rhode Island	0	0	0	0	584RI000APPRSL	151515-RI-APPRAISAL
State Of Vermont	0	0	0	0	584VT000APPRSL	151515-VT-APPRAISAL
State Of West Virginia	1,000	1,010	800	2,810	584WV000APPRSL	151515-WV-APPRAISAL
<b>Total NEA, Fund 84</b>	<b>1,706</b>	<b>1,915</b>	<b>2,500</b>	<b>6,121</b>		
State Of Alaska	0	0	0	0	584AK000APPRSL	151515-AK-APPRAISAL
State Of Idaho	0	0	0	0	584ID000APPRSL	151515-ID-APPRAISAL
State Of Montana	0	0	0	0	584MT000APPRSL	151515-MT-APPRAISAL
State Of Nebraska	1,133	0	1,090	2,223	584NE000APPRSL	151515-NE-APPRAISAL
State Of North Dakota	0	390	450	840	584ND000APPRSL	151515-ND-APPRAISAL
State Of Oregon	178	0	587	765	584OR000APPRSL	151515-OR-APPRAISAL
State Of South Dakota	175	290	1.10	575	584SD000APPRSL	151515-SD-APPRAISAL
State Of Washington	0	0	600	600	584WA000APPRSL	151515-WA-APPRAISAL
State Of Wyoming	0	0	0	0	584WY000APPRSL	151515-WY-APPRAISAL
<b>Total NWA, Fund 84</b>	<b>1,486</b>	<b>680</b>	<b>2,837</b>	<b>5,003</b>		
State Of Alabama	1,305	390	695	2,390	584AL000APPRSL	151515-AL-APPRAISAL
State Of Arkansas	1,000	680	840	2,520	584AR000APPRSL	151515-AR-APPRAISAL
State Of Florida	0	0	0	0	584FL000APPRSL	151515-FL-APPRAISAL
State Of Georgia	600	125	685	1,410	584GA000APPRSL	151515-GA-APPRAISAL
State Of Kentucky	1,943	841	1,324	4,108	584KY000APPRSL	151515-KY-APPRAISAL
State Of Louisiana	0	0	0	0	584LA000APPRSL	151515-LA-APPRAISAL
State Of Mississippi	1,200	405	700	2,305	584MS000APPRSL	151515-MS-APPRAISAL
State Of North Carolina	1,247	520	880	2,647	584NC000APPRSL	151515-NC-APPRAISAL
State Of South Carolina	400	0	400	800	584SC000APPRSL	151515-SC-APPRAISAL
State Of Tennessee	581	0	475	1,056	584TN000APPRSL	151515-TN-APPRAISAL
State Of Virginia	1,931	300	869	3,100	584VA000APPRSL	151515-VA-APPRAISAL
Territory of Puerto Rico	0	0	1,065	1,065	584PRO00APPRSL	151515-PR-APPRAISAL
Territory of Virgin Islands	0	0	0	0		
<b>Total SEA, Fund 84</b>	<b>10,207</b>	<b>3,261</b>	<b>7,933</b>	<b>21,401</b>		
State Of Arizona	700	0	600	1,300	584AZ000APPRSL	151515-AZ-APPRAISAL
State Of California	600	505	350	1,455	584CA000APPRSL	151515-CA-APPRAISAL
State Of Colorado	0	0	0	0	584CO000APPRSL	151515-CO-APPRAISAL
State Of Hawaii	0	0	0	0	584HI000APPRSL	151515-HI-APPRAISAL
State Of Guam	0	0	0	0		
State Of Kansas	0	0	0	0	584KS000APPRSL	151515-KS-APPRAISAL
State Of Nevada	0	0	0	0	584NV000APPRSL	151515-NV-APPRAISAL
State Of New Mexico	0	0	0	0	584NM000APPRSL	151515-NM-APPRAISAL
State Of Oklahoma	980	340	620	1,940	584OK000APPRSL	151515-OK-APPRAISAL
State Of Texas	1,465	0	1,490	2,955	584TX000APPRSL	151515-TX-APPRAISAL
State Of Utah	0	1,215	500	1,715	584UT000APPRSL	151515-UT-APPRAISAL
<b>Total SWA, Fund 84</b>	<b>3,745</b>	<b>2,060</b>	<b>3,560</b>	<b>9,365</b>		
<b>Total States, Fund 84</b>	<b>\$22,809</b>	<b>\$9,407</b>	<b>\$25,072</b>	<b>\$57,288</b>		