

For: State Offices

FY 2016 First Quarter Appraisers Funding Authorizations

Approved by: Associate Administrator for Operations and Management

Chris P. Beyershelm

1 Overview

A Background

On September 30, 2015, the President signed Pub. L. 114-53, Continuing Appropriations Act, 2016.

B Purpose

This notice:

- issues the 1st 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 1 of the following.

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

Disposal Date	Distribution
April 1, 2016	State Offices

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C Contacts (Continued)

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

2 FY 2016 1st Quarter Appraisers Funding Authorizations

A Appraisers Funding Authorizations

FY 2016 State appraiser fees, training, training tuition, and books are authorized during the 1st quarter of FY 2016.

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

The appraiser funding authorizations will be added to the State’s ACIF allotment after the FY 2016 allotments have been issued. The funds may 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, the 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 in Exhibit 1 to use these funds for appraisers’ activities.

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

C Concur Accounting Code

If overnight travel is required for appraisers’ activities, a unique accounting code was created for Concur. The State Office must use the unique Concur accounting code established for appraisers’ activities requiring overnight travel. See **Exhibit 1**.

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2 FY 2016 1st Quarter Appraisers Funding Authorizations (Continued)

D Entering Accounting Code

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.

First Quarter FY 2016 Funding and Accounting Information

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.

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

Example: For Alabama, the proper coding format for Concur is 161616-AL-APPRAISAL.

State Name	FY 2016 Travel	FY 2016 Fees	FY 2016 Tuition & Books	FY 2016 Combined Total	WebTA/AXOL	Concur
Illinois	\$150	\$0	\$400	\$550	684IL000APPRSL	161616-IL-APPRAISAL
Indiana	0	0	160	160	684IN000APPRSL	161616-IN-APPRAISAL
Iowa	0	0	0	0	684IA000APPRSL	161616-IA-APPRAISAL
Michigan	0	0	245	245	684MI000APPRSL	161616-MI-APPRAISAL
Minnesota	288	0	230	518	684MN000APPRSL	161616-MN-APPRAISAL
Missouri	0	0	0	0	684MO000APPRSL	161616-MO-APPRAISAL
Ohio	0	0	70	70	684OH000APPRSL	161616-OH-APPRAISAL
Wisconsin	0	350	750	1,100	684WI000APPRSL	161616-WI-APPRAISAL
Total MWA, Fund 84	438	350	1,855	2,643		
Connecticut	0	0	0	0	684CT000APPRSL	161616-CT-APPRAISAL
Delaware	0	0	0	0	684DE000APPRSL	161616-DE-APPRAISAL
Maine	0	0	0	0	684ME000APPRSL	161616-ME-APPRAISAL
Maryland	0	0	0	0	684MD000APPRSL	161616-MD-APPRAISAL
Massachusetts	0	0	0	0	684MA000APPRSL	161616-MA-APPRAISAL
New Hampshire	0	0	0	0	684NH000APPRSL	161616-NH-APPRAISAL
New Jersey	0	600	327	927	684NJ000APPRSL	161616-NJ-APPRAISAL
New York	0	0	0	0	684NY000APPRSL	161616-NY-APPRAISAL
Pennsylvania	0	0	0	0	684PA000APPRSL	161616-PA-APPRAISAL
Rhode Island	0	0	0	0	684RI000APPRSL	161616-RI-APPRAISAL
Vermont	0	0	0	0	684VT000APPRSL	161616-VT-APPRAISAL
West Virginia	0	0	0	0	684WV000APPRSL	161616-WV-APPRAISAL
Total NEA, Fund 84	0	600	327	927		
Alaska	0	0	0	0	684AK000APPRSL	161616-AK-APPRAISAL
Idaho	0	0	0	0	684ID000APPRSL	161616-ID-APPRAISAL
Montana	0	0	0	0	684MT000APPRSL	161616-MT-APPRAISAL
Nebraska	0	345	0	345	684NE000APPRSL	161616-NE-APPRAISAL
North Dakota	0	400	0	400	684ND000APPRSL	161616-ND-APPRAISAL
Oregon	0	0	587	587	684OR000APPRSL	161616-OR-APPRAISAL
South Dakota	450	0	900	1,350	684SD000APPRSL	161616-SD-APPRAISAL
Washington	0	530	0	530	684WA000APPRSL	161616-WA-APPRAISAL
Wyoming	0	0	0	0	684WY000APPRSL	161616-WY-APPRAISAL
Total NWA, Fund 84	450	1,275	1,487	3,212		

First Quarter FY 2016 Funding and Accounting Information (Continued)

State Name	FY 2016 Travel	FY 2016 Fees	FY 2016 Tuition & Books	FY 2016 Combined Total	WebTA/AXOL	Concur
Alabama	0	0	0	0	684AL000APPRSL	161616-AL-APPRAISAL
Arkansas	0	200	75	275	684AR000APPRSL	161616-AR-APPRAISAL
Florida	0	0	0	0	684FL000APPRSL	161616-FL-APPRAISAL
Georgia	0	0	0	0	684GA000APPRSL	161616-GA-APPRAISAL
Kentucky	100	452	0	552	684KY000APPRSL	161616-KY-APPRAISAL
Louisiana	0	0	0	0	684LA000APPRSL	161616-LA-APPRAISAL
Mississippi	1,400	0	600	2,000	684MS000APPRSL	161616-MS-APPRAISAL
North Carolina	844	0	298	1,142	684NC000APPRSL	161616-NC-APPRAISAL
South Carolina	0	0	0	0	684SC000APPRSL	161616-SC-APPRAISAL
Tennessee	0	0	0	0	684TN000APPRSL	161616-TN-APPRAISAL
Virginia	0	0	0	0	684VA000APPRSL	161616-VA-APPRAISAL
Territory of Puerto Rico	0	0	235	235	684PR000APPRSL	161616-PR-APPRAISAL
Territory of Virgin Islands	0	0	0	0		
Total SEA, Fund 84	2,344	652	1,208	4,204		
Arizona	0	500	0	500	684AZ000APPRSL	161616-AZ-APPRAISAL
California	600	0	390	990	684CA000APPRSL	161616-CA-APPRAISAL
Colorado	0	0	0	0	684CO000APPRSL	161616-CO-APPRAISAL
Hawaii	0	0	0	0	684HI000APPRSL	161616-HI-APPRAISAL
Guam	0	0	0	0		
Kansas	0	0	0	0	684KS000APPRSL	161616-KS-APPRAISAL
Nevada	0	0	0	0	684NV000APPRSL	161616-NV-APPRAISAL
New Mexico	0	0	0	0	684NM000APPRSL	161616-NM-APPRAISAL
Oklahoma	250	0	200	450	684OK000APPRSL	161616-OK-APPRAISAL
Texas	367	0	500	867	684TX000APPRSL	161616-TX-APPRAISAL
Utah	0	0	0	0	684UT000APPRSL	161616-UT-APPRAISAL
Total SWA, Fund 84	1,217	500	1,090	2,807		
Total States, Fund 84	\$4,449	\$3,377	\$5,967	\$13,793		