

For: State Offices

FY 2017 First Quarter Appraisers Funding Authorizations

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

1 Overview

A Background

On September 29, 2016, the President signed Pub. L. 114-223, Continuing Appropriations and Military Construction, Veterans Affairs, and Related Agencies Appropriations Act, 2017, and Zika Response and Preparedness Act.

B Purpose

This notice:

- issues the 1st quarter appraisers funding authorizations for Fund 84M 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 State Office...	THEN contact the following BUD analyst...
Arizona, California, Colorado, Guam, Hawaii, Illinois, Iowa, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah	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
February 1, 2017	State Offices

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1 Overview (Continued)

C Contacts (Continued)

IF located in the following State Office...	THEN contact the following BUD analyst...
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin	Elizabeth Hill, by 1 of the following: <ul style="list-style-type: none"> • e-mail to elizabeth.hill@wdc.usda.gov • telephone at 202-720-9862 • FAX at 202-690-1503.
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 2017 1st Quarter Appraisers Funding

A Appraisers Funding Authorizations

FY 2017 State appraiser fees, training, training tuition, and books are authorized during the 1st quarter of FY 2017.

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

The appraiser funding authorizations will be added to the State’s Fund 84M allotment after the FY 2017 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 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 in WebTA.

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2 FY 2017 1st Quarter Appraisers Funding Authorizations (Continued)

C Concur Accounting Code

If overnight travel is required for appraiser activities, the State Office must use the unique Concur accounting code established for appraisers. See Exhibit 1.

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 2017 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 171717-AL-APPRAISAL.

State Name	FY 2017 Travel	FY 2017 Fees	FY 2017 Tuition & Books	FY 2017 Combined Total	WebTA/AXOL	Concur
Illinois	\$0	\$0	\$0	\$0	784IL000APPRSL	171717-IL-APPRAISAL
Indiana	0	0	0	0	784IN000APPRSL	171717-IN-APPRAISAL
Iowa	0	0	0	0	784IA000APPRSL	171717-IA-APPRAISAL
Michigan	0	0	0	0	784MI000APPRSL	171717-MI-APPRAISAL
Minnesota	914	0	450	1,364	784MN000APPRSL	171717-MN-APPRAISAL
Missouri	0	0	0	0	784MO000APPRSL	171717-MO-APPRAISAL
Ohio	0	0	70	70	784OH000APPRSL	171717-OH-APPRAISAL
Wisconsin	0	0	0	0	784WI000APPRSL	171717-WI-APPRAISAL
Total MWA, Fund 84	914	0	520	1,434		
Connecticut	0	0	0	0	784CT000APPRSL	171717-CT-APPRAISAL
Delaware	0	0	0	0	784DE000APPRSL	171717-DE-APPRAISAL
Maine	0	0	0	0	784ME000APPRSL	171717-ME-APPRAISAL
Maryland	0	0	0	0	784MD000APPRSL	171717-MD-APPRAISAL
Massachusetts	0	0	0	0	784MA000APPRSL	171717-MA-APPRAISAL
New Hampshire	0	0	0	0	784NH000APPRSL	171717-NH-APPRAISAL
New Jersey	0	0	0	0	784NJ000APPRSL	171717-NJ-APPRAISAL
New York	0	0	0	0	784NY000APPRSL	171717-NY-APPRAISAL
Pennsylvania	0	0	0	0	784PA000APPRSL	171717-PA-APPRAISAL
Rhode Island	0	0	0	0	784RI000APPRSL	171717-RI-APPRAISAL
Vermont	0	0	0	0	784VT000APPRSL	171717-VT-APPRAISAL
West Virginia	0	0	0	0	784WV000APPRSL	171717-WV-APPRAISAL
Total NEA, Fund 84	0	0	0	0		
Alaska	0	0	0	0	784AK000APPRSL	171717-AK-APPRAISAL
Idaho	0	0	0	0	784ID000APPRSL	171717-ID-APPRAISAL
Montana	0	0	0	0	784MT000APPRSL	171717-MT-APPRAISAL
Nebraska	0	345	0	345	784NE000APPRSL	171717-NE-APPRAISAL
North Dakota	0	400	0	400	784ND000APPRSL	171717-ND-APPRAISAL
Oregon	0	0	0	0	784OR000APPRSL	171717-OR-APPRAISAL
South Dakota	0	0	0	0	784SD000APPRSL	171717-SD-APPRAISAL
Washington	0	0	0	530	784WA000APPRSL	171717-WA-APPRAISAL
Wyoming	0	0	0	0	784WY000APPRSL	171717-WY-APPRAISAL
Total NWA, Fund 84	0	745	0	745		

First Quarter FY 2017 Funding and Accounting Information (Continued)

State Name	FY 2017 Travel	FY 2017 Fees	FY 2017 Tuition & Books	FY 2017 Combined Total	WebTA/AXOL	Concur
Alabama	0	0	0	0	784AL000APPRSL	171717-AL-APPRAISAL
Arkansas	0	200	0	200	784AR000APPRSL	171717-AR-APPRAISAL
Florida	0	0	0	0	784FL000APPRSL	171717-FL-APPRAISAL
Georgia	600	150	500	1250	784GA000APPRSL	171717-GA-APPRAISAL
Kentucky	0	0	0	0	784KY000APPRSL	171717-KY-APPRAISAL
Louisiana	0	0	0	0	784LA000APPRSL	171717-LA-APPRAISAL
Mississippi	0	0	0	0	784MS000APPRSL	171717-MS-APPRAISAL
North Carolina	0	0	0	0	784NC000APPRSL	171717-NC-APPRAISAL
South Carolina	0	0	0	0	784SC000APPRSL	171717-SC-APPRAISAL
Tennessee	0	0	0	0	784TN000APPRSL	171717-TN-APPRAISAL
Virginia	0	0	0	0	784VA000APPRSL	171717-VA-APPRAISAL
Territory of Puerto Rico	0	0	0	0	784PR000APPRSL	171717-PR-APPRAISAL
Territory of Virgin Islands	0	0	0	0		
Total SEA, Fund 84	600	350	500	1,450		
Arizona	0	0	0	0	784AZ000APPRSL	171717-AZ-APPRAISAL
California	0	0	0	0	784CA000APPRSL	171717-CA-APPRAISAL
Colorado	0	0	0	0	784CO000APPRSL	171717-CO-APPRAISAL
Hawaii	0	0	0	0	784HI000APPRSL	171717-HI-APPRAISAL
Guam	0	0	0	0		
Kansas	0	0	0	0	784KS000APPRSL	171717-KS-APPRAISAL
Nevada	0	0	0	0	784NV000APPRSL	171717-NV-APPRAISAL
New Mexico	0	0	0	0	784NM000APPRSL	171717-NM-APPRAISAL
Oklahoma	450	0	0	450	784OK000APPRSL	171717-OK-APPRAISAL
Texas	0	0	0	0	784TX000APPRSL	171717-TX-APPRAISAL
Utah	0	0	0	0	784UT000APPRSL	171717-UT-APPRAISAL
Total SWA, Fund 84	450	0	0	450		
Total States, Fund 84	\$1,964	\$1,095	\$1,020	\$4,079		