

For: State Offices

**FY 2017 Full Year Administrative Allotments**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

On May 5, 2017, the President signed H.R. 244 (Pub. L. 115-31), Consolidated Appropriation Act, 2017. This notice issues FY 2017 full year administrative allotments to State and County Offices. Full year allotments will be loaded into the FMFI accounting system once the OMB Apportionment Letter and Treasury Warrant are received. Offices will continue to be funded in increments of 30 days. Until that time, allotments are loaded in FMFI at the Perm Salary line, therefore, States are unable to view allotments at the BOC level.

In FY 2017, FSA will continue to use merged funds to combine direct and ACIF (credit reform) funding. A&R funds will only be allotted once an office receives a signed and obligated interagency agreement (IAA) from an applicable customer.

**B Purpose**

This notice issues State Offices full year allotments for personnel and operating expenses for:

- Fund 84M (merged direct and ACIF) (Exhibit 1)
- Fund 87M (merged direct and ACIF) (Exhibit 2)
- Outreach Allotment (Exhibit 3).

Disposal Date	Distribution
November 1, 2017	State Offices

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### 1 Overview (Continued)

#### C Anti-Deficiency Act

State Offices are responsible for ensuring that spending does **not** exceed the amounts allotted.

#### D Contacts

If there are questions about allotments, contact one of the following according to this table.

State and National Office	BUD Analyst Contact Information
Arizona, California, Colorado, Guam, Hawaii, Illinois, Indiana, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah, RSO and DAFP	Lillie McComb, BUD 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 202-245-4789.</li> </ul>
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and DAFO	TC Chappelle, BUD 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 202-245-4789.</li> </ul>
Connecticut, Delaware, Iowa, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia, Wisconsin and Office of the Administrator	Latosha Fleming, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:latosha.fleming@wdc.usda.gov">latosha.fleming@wdc.usda.gov</a></li> <li>• telephone at 202-720-8861</li> <li>• FAX at 202-245-4789.</li> </ul>
Alaska, Idaho, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming, Undistributed, DAM and DACO	Ricky Williams, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:ricky.williams@wdc.usda.gov">ricky.williams@wdc.usda.gov</a></li> <li>• telephone at 202-772-9017</li> <li>• FAX at 2202-245-4789.</li> </ul>
Ohio, Montana and DAFLP	Farrah McBride, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:farrah.mcbride@wdc.usda.gov">farrah.mcbride@wdc.usda.gov</a></li> <li>• telephone at 202-649-1568</li> <li>• FAX at 202-245-4789.</li> </ul>

If additional assistance is required, contact Nati Rodriguez, Section Head, by either of the following:

- e-mail at [Nati.M.Rodriguez@wdc.usda.gov](mailto:Nati.M.Rodriguez@wdc.usda.gov)
- telephone at 202-772-6027.

## Notice BU-780

### 2 FY 2017 Budget Execution

#### A Advances and Reimbursements (A&R)

For A&R Funds (reimbursements), allotments will be increased in Application Planning Management (APM) once the IAA's are signed and obligated in the accounting system. Current allotments reflect the full year funding for signed agreements. If agencies provided CR allotments, this notice provides the full year funding. Accounting records will be adjusted once agencies provide full year funding.

- Once Department of Treasury FS Form 7600A and B, and IAA are signed and entered by FMD, A&R allotments in APM will be increased to match the FMMI A&R allotments.

**Note:** To obtain a copy of FS Form 7600 A and B go to  
<http://www.fms.treas.gov/finstandard/forms.html>.

- Funds provided in an agreement must be used for the activity specified and **cannot** be reprogrammed. Reprogramming of A&R funding from within BOC categories will not be allowed.

#### B Reprogramming

State Offices are **not** allowed to reprogram funds between personnel and operating expenses. They can reprogram funds between operating budget object classes with the exception of rent, communications/utilities, other rental and contracts (BOC's 23.3 Comm/Utilities, 23.3 Other Rental, and 25.0 Services).

**Note:** Funds can be reprogrammed into contracts, but not allowed to reprogram funds out of contracts.

## Notice BU-780

### 3 FY 2017 Allotment Distribution Process – Personnel Expenses

#### A Salaries and Benefits (OC 11 and 12)

Allotments include funding for the following.

- Permanent Full Time (PFT) salary and benefit allotments for Fund 84 and Fund 87 were computed for full year based on actual obligations plus projected expenses for remainder of the year:
  - actual obligations are based on October 1 through March 18, 2017, expenses (PP19 for one day through PP05)
  - expenses for the remainder of the year were calculated using PP05 expenses and multiplied by 14 pay periods remaining in the fiscal year.
- Fund 87 Other Than Permanent Full Time (OTPF) allotments are based on the average temporary staff year cost times the State's 'Base' and 'Critical' Farm Bill Temporary/COC/Other Ceiling levels as provided in DAFO's ceiling memo, FY 2017 Initial Non-Federal CO Permanent, CO Temporary/COC/Other and Federal (GS) Total Ceiling Levels" dated September 9, 2016, (or as revised by DAFO) that were provided to each State Office.
- The lump sum allotments are based on actual obligations through April 30, 2017. Additional lump sum allotments will be provided by your budget analyst on a monthly basis based on incurred expenses.

#### B Award (OC 1152 and 1153)

Award allotments are based on actual obligations for performance awards through April 30, 2017.

Extra effort and spot cash awards for FY 2017 are included in the full year allotment. Extra effort and spot cash awards for FY 2017 have been provided in a separate memo.

#### C Overtime (OC 1170 through 1178)

Overtime allotments are based on actual obligations through April 30, 2017. Overtime requests must be reviewed and authorized by DAFO and approved by the Budget Director. Offices may reprogram from available funds within current salary and benefit allotments.

**Note:** Funding is very limited, therefore; only critical requests should be submitted.

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### 4 FY 2017 Allotment Distribution Process – Operating Expenses

#### A Funding and Allotment Process

In August 2016, State Offices provided DAFO with their Fund 84 and Fund 87 estimated FY 2017 non-personnel discretionary operating expense needs. The FY 2017 GS and CO allotment requests submitted and approved by DAFO for States were used to determine full year allotment levels.

**Note:** Some State Office allotments include additional funds approved by DAFO and OBF for relocations and COT/FLOT's, etc.

#### B Travel and Relocation (OC 21)

Allotments include funding to support COC, DD, STC, and managers' face-to-face meetings, State and County Office level local travel and TDY travel.

A limited reserve to fund FY 2017 COT/FLOT travel needs has been established. States are asked to evaluate their FY 2017 allotment for travel to determine if COT/FLOT travel needs can be absorbed within current allotment levels before requesting reserve funding from DAFO. Current allotments include approved COT/FLOT's and relocations (submitted AD-202/AD-202R) through April 30, 2017.

Relocation expenses must be approved according to Notice FI-3282. Requests for FY 2017 relocation funding must be approved by DAFO and OBF before posting vacancy announcements. Approved relocation will be funded through a small reserve at the national level. The AEB budget analyst will make the approval allotment increase entries in APM upon receipt of completed AD-202/AD-202R.

For travel that has been approved as Washington-directed (WDC) travel, the State Office will receive guidance from DAFO on the appropriate central line of accounting for WDC travel.

#### C Transportation of Things (OC 22)

Allotments include funding for:

- State estimated shipping cost
- shipment of county records to the Federal Records Center
- GSA leased vehicles (trucks) based on FY 2016 obligations.

**Note:** Costs associated with leased vehicles from GSA MPOL coded as "trucks" will continue to obligate against transportation of things.

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### 4 FY 2017 Allotment Distribution Process – Operating Expenses (Continued)

#### D Rent, Communication, and Utilities (OC 23)

Full year allotments are based on actual FY 2017 obligations. Allotments will be adjusted on a monthly basis in the APM system based on increased obligations posted to the FMFI accounting system.

**Note:** States will not be allowed to reprogram excess funds from this BOC (23.2 Non GSA Rent, 23.3 Communication/Utilities and 23.3 Other Rental).

#### E Postage (OC 23.3)

Allotments include funding to support routine mailing expenses and County Office newsletters. States should continue to use GovDelivery and other forms of ecommerce where possible, or as authorized.

A&R allotments will be entered by your AEB budget analyst once FMD, Kansas City, has input the data provided by the applicable reimbursable agreement into FMFI.

#### F Printing and Reproduction (OC 24)

Allotments include funding to support printing costs associated with commercial printing, newsletters, and training material.

State Offices should continue to use electronic distribution of handbooks, forms, newsletters, State amendments, GovDelivery, and SharePoint when possible or as authorized. State Offices should continue to be prudent in using color images and States should fully use high volume EDS copying equipment when possible.

#### G Other Services (OC 25)

Allotments include funding to support State requested needs. State Offices are allowed to reprogram funds into contracts but not allowed to reprogram funds out of contracts.

#### H FLP Appraisers Travel, Training (Tuition and Books), and Fees

Funds for State appraisers allotted in Notice BU-776 (Quarter 1), Notice- BU-778 (Quarter 2) and a forthcoming BU notice (Quarter 3 and 4) are included in the State's FY 2017 full year allotments.

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### 4 FY 2017 Allotment Distribution Process – Operating Expenses (Continued)

#### I Supplies and Materials (OC 26)

Allotments were distributed based on available funding and include funding to support the purchase of copier and/or printer toner replacements and supplies.

States should use KC warehouse to access supplies (<http://inside.fsa.usda.gov/>) and follow link to “State/County Supplies” for CD’s, file boxes, etc. Use GSA Advantage for basic office supplies – pens, folders, clips, envelopes, etc. When appropriate in accordance with the Federal Acquisition Regulation (FAR).

#### J Equipment and Furniture (OC 31)

Allotments were distributed based on available funding and include funding to support the purchase or replacement of critical office equipment needs.

#### K Insurance Claims and Indemnities (BOC 42)

No allotment for insurance claims and indemnities is being provided. Please see Budget Request Guidance in subparagraph 5 B for additional funding requests.

#### L Interest and Dividends (OC 43)

No allotment for interest and dividends is being provided. See budget request guidance in subparagraph 5 B for additional funding requests.

#### M Outreach and Educational Services (BOC 21 and 25)

Limited funding is available for outreach travel and educational services. To provide some funding for States to participate in Outreach Tracking Information System (OTIS) identified events and activities that support the State’s strategic outreach plan and expand FSA program education, the following process was used to distribute the funding available.

- Fund 84 funding was based on FY 2016 outreach obligations and expenses tracked in OTIS, not to exceed \$5,000 per State.
- Fund 87 - no allotment is being provided. Counties are encouraged to request outreach funding to the State Office through OTIS as required. Actual expenses of all events paid through the State Office usage of Fund 84 should also be recorded in OTIS for tracking.

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### 4 FY 2017 Allotment Distribution Process – Operating Expenses (Continued)

#### M Outreach and Educational Services (BOC 21 and 25) (Continued)

BOC 21 shall be used for employee travel to outreach events. BOC 25 Services is limited to the following tangible outreach service cost items:

- booth space and/or exhibitor fees
- room, facility and/or equipment rental for FSA events
- individual speaker fee for FSA events
- employee event registration and/or conference fees
- translation and/or interpreter fees for an FSA outreach activity and/or event.

**Note:** FSA outreach funds may not be used for sponsorships, transportation, food, beverages or promotional items.

All outreach funding was allotted under BOC 21.0 (see Exhibit 3), and if funding is needed in BOC 25 Services, funds must be moved to cover those expenses for approved outreach service cost items.

States that have questions about outreach funding or outreach allotment levels should contact the Director of Outreach at [fsaoutreach@wdc.usda.gov](mailto:fsaoutreach@wdc.usda.gov) for guidance.

### 5 Action

#### A Monitoring Expenses

State Offices are responsible for monitoring and tracking all expenses within their respective personnel and operating expense allotments to ensure that they do **not** exceed their full year allotment levels.

#### B Budget Request Guidance - Additional Funding Request

The State Office budget must conduct an analysis before requesting additional funding of the total non-personnel available balance excluding rents, communication, utilities and contracts. Any surpluses identified in other BOC's must be reprogrammed to cover overages in other BOC's.

All funding and reprogramming requests must be submitted and approved by DAFO before it is entered through APM. All requests for funding must have a justification that includes, at a minimum, an analysis of the total non-personnel operating execution based on the current allotments. In addition, the justification should include what actions have been taken to fund requirements within current allotments.



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### 5 Action (Continued)

#### B Budget Request Guidance - Additional Funding Request (Continued)

A notification will be sent out to the budget contacts announcing when the APM model is open and the dates the model will close. The APM model will not allow a submission to be forwarded to the AEB budget analyst without a justification. The AEB budget analyst will review and validate your request.

For reasonable accommodations requests, States must follow guidance in 31-PM. The office must submit the request to DAFO with approval from reasonable accommodations based on 31-PM. Once DAFO provides concurrence, request will be sent to your AEB budget analyst for approval. The AEB budget analyst will approve requests below \$5,000 and the CFO will approve requests greater than \$5,000.

For insurances claims and indemnities, States must submit a request to reprogram funds from contracts to cover insurances, claims and indemnities. If there are no surpluses in contracts to cover expenses follow the procedure for requesting additional funds.

For interest and dividends, offices may submit a request to reprogram funds from contracts to cover interest and dividends. If there are no surpluses in contracts to cover expenses follow the procedure for requesting additional funds.

The following is the approval process for State Office requests based on funding limits.

- **Requests under \$25K:**

With concurrence from DAFO, AEB budget analysts have the authority to approve requests for additional funds within the APM application.

- **Requests between \$25k-\$50K:**

With concurrence from DAFO, AEB branch/section chief has the authority to approve requests for additional funds within the APM application.

- **Requests over \$50K:**

With concurrence from DAFO, CFO or their delegated person must approve request for additional funding (excluding COT/FLOT reserve funding requests).

See:

- Exhibit 1 for Federal Fund 84M allotment levels
- Exhibit 2 for non-Federal Fund 87M allotment levels.
- Exhibit 3 for outreach allotment.



FY 2017 Full Year Allotments Fund 87M

Table with columns: STATE NAME, FUNDS CENTER, Perm Salary and Other Full Year Requirements, BOC 111 Lump Sum, BOC 110 Salary Full Year Requirement, BOC 115 Awards, BOC 115 Overtime, BOC 115 Full Year Requirement, BOC 110 Travel, BOC 212.0 Transp. of Things, BOC 212.0n GS/Net, BOC 23 Comm/Utilities, BOC 23 Other Rental, BOC 23 Postage, BOC 24 Printing, BOC 25.1 Advsen Sev., BOC 25.2 Other Sev., BOC 25.3 other Govt. Serv., BOC 25.4 Full Op//Main, BOC 25.7 Esp Op//Main, BOC 26 Supplies, BOC 31 Equipment, Total Full Year.

FY 2017 Outreach Allotments

The following table provides outreach allotments.

STATE NAME	BOC 21.0 Travel	BOC 22.0 Transp.of Things	BOC 23.3 Postage	BOC 24 Printing	BOC 25.1 Advisory Serv.	BOC 25.2 Other Serv.	BOC 25.3 other Govt Serv.	BOC 25.4 Faci Ops/Maint.	BOC 25.7 Eqp Ops/Main	BOC 26 Supplies	BOC 31 Equipment	Total Full Year
Illinois	4,600	0	0	0	0	0	0	0	0	0	0	4,600
Indiana	400	0	0	0	0	0	0	0	0	0	0	400
Iowa	3,300	0	0	0	0	0	0	0	0	0	0	3,300
Michigan	900	0	0	0	0	0	0	0	0	0	0	900
Minnesota	5,000	0	0	0	0	0	0	0	0	0	0	5,000
Missouri	4,500	0	0	0	0	0	0	0	0	0	0	4,500
Ohio	100	0	0	0	0	0	0	0	0	0	0	100
Wisconsin	5,000	0	0	0	0	0	0	0	0	0	0	5,000
<b>Total NWA, Fund 84</b>	<b>23,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,800</b>
Connecticut	1,000	0	0	0	0	0	0	0	0	0	0	1,000
Delaware	1,000	0	0	0	0	0	0	0	0	0	0	1,000
Maine	2,800	0	0	0	0	0	0	0	0	0	0	2,800
Maryland	1,100	0	0	0	0	0	0	0	0	0	0	1,100
Massachusetts	300	0	0	0	0	0	0	0	0	0	0	300
New Hampshire	200	0	0	0	0	0	0	0	0	0	0	200
New Jersey	600	0	0	0	0	0	0	0	0	0	0	600
New York	3,900	0	0	0	0	0	0	0	0	0	0	3,900
Pennsylvania	800	0	0	0	0	0	0	0	0	0	0	800
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0
Vermont	100	0	0	0	0	0	0	0	0	0	0	100
West Virginia	3,000	0	0	0	0	0	0	0	0	0	0	3,000
<b>Total NEA, Fund 84</b>	<b>14,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,800</b>
Alaska	600	0	0	0	0	0	0	0	0	0	0	600
Idaho	2,000	0	0	0	0	0	0	0	0	0	0	2,000
Montana	4,900	0	0	0	0	0	0	0	0	0	0	4,900
Nebraska	5,000	0	0	0	0	0	0	0	0	0	0	5,000
North Dakota	2,500	0	0	0	0	0	0	0	0	0	0	2,500
Oregon	0	0	0	0	0	0	0	0	0	0	0	0
South Dakota	4,200	0	0	0	0	0	0	0	0	0	0	4,200
Washington	4,100	0	0	0	0	0	0	0	0	0	0	4,100
Wyoming	600	0	0	0	0	0	0	0	0	0	0	600
<b>Total NWA, Fund 84</b>	<b>23,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,900</b>
Alabama	5,000	0	0	0	0	0	0	0	0	0	0	5,000
Arkansas	2,500	0	0	0	0	0	0	0	0	0	0	2,500
Florida	3,500	0	0	0	0	0	0	0	0	0	0	3,500
Georgia	1,900	0	0	0	0	0	0	0	0	0	0	1,900
Kentucky	3,100	0	0	0	0	0	0	0	0	0	0	3,100
Louisiana	1,200	0	0	0	0	0	0	0	0	0	0	1,200
Mississippi	1,500	0	0	0	0	0	0	0	0	0	0	1,500
North Carolina	1,000	0	0	0	0	0	0	0	0	0	0	1,000
South Carolina	4,500	0	0	0	0	0	0	0	0	0	0	4,500
Tennessee	500	0	0	0	0	0	0	0	0	0	0	500
Virginia	2,500	0	0	0	0	0	0	0	0	0	0	2,500
Puerto Rico	0	0	0	0	0	0	0	0	0	0	0	0
Virgin Islands	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total SEA, Fund 84</b>	<b>27,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,200</b>
Arizona	1,200	0	0	0	0	0	0	0	0	0	0	1,200
California	5,000	0	0	0	0	0	0	0	0	0	0	5,000
Colorado	1,600	0	0	0	0	0	0	0	0	0	0	1,600
Hawaii	1,500	0	0	0	0	0	0	0	0	0	0	1,500
Guam	0	0	0	0	0	0	0	0	0	0	0	0
Kansas	4,000	0	0	0	0	0	0	0	0	0	0	4,000
Nevada	5,000	0	0	0	0	0	0	0	0	0	0	5,000
New Mexico	1,400	0	0	0	0	0	0	0	0	0	0	1,400
Oklahoma	2,000	0	0	0	0	0	0	0	0	0	0	2,000
Texas	5,000	0	0	0	0	0	0	0	0	0	0	5,000
Utah	5,000	0	0	0	0	0	0	0	0	0	0	5,000
SWA RSO	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total SWA, Fund 84</b>	<b>31,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,700</b>
<b>Subtotal, States, Fund 84</b>	<b>121,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121,400</b>