

For: CO, IA, IN, KS, KY, MS, OH, TX State Offices

**Deployment of the Lease and Reimbursable Agreement Tracking (LRAT)  
Application Pilot-875 Segment**

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



**1 LRAT 875**

**A Background**

The new web application, LRAT-875, automates 2 existing processes:

- the communication of lease payment information
- Reimbursable Agreement approvals.

**Note:** This application will not change any current processes, but will automate the existing process.

Users who do not have access to the LRAT system shall submit AD-1143 to FSA Security at [security@kcc.usda.gov](mailto:security@kcc.usda.gov) to request access.

**B Purpose**

This notice informs LRAT pilot States (CO, IA, IN, KS, KY, MS, OH, TX) that the 875 portion of the LRAT application will be available beginning **February 4, 2011**.

**C Training**

Each of the 8 pilot States is required to choose 3 counties within their State to participate in the pilot. The State Offices will be responsible for training the remaining counties after the pilot. Training sessions for all pilot State Office users and their selected counties will be held on the following dates/times:

- Wednesday, February 9, 2011, 9 a.m. – 11 a.m. c.t. (800-867-6144, passcode: 3866)
- Thursday, February 10, 2011, 1 p.m. – 3 p.m. c.t. (800-867-6144, passcode: 3198).

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2011	Above State Offices

## Notice FI-3025

### 1 LRAT 875 (Continued)

#### C Training (Continued)

Each State must provide the date their offices plan to attend by e-mail to either of the following:

- Laura Quirk at **[laura.quirk@kcc.usda.gov](mailto:laura.quirk@kcc.usda.gov)**
- Kelly Holdman at **[kelly.holdman@kcc.usda.gov](mailto:kelly.holdman@kcc.usda.gov)**.

Dates **must** be submitted by **COB February 4, 2011**. States shall coordinate with the State RD and NRCS Offices to ensure that all are in attendance on the same date/time. All State and County Office employees who work with the reimbursable agreements should plan to attend. The training session will use Microsoft Office Live Meeting for screen-sharing, as well as a telephone conference line. Microsoft Office Live Meeting **must** be configured **before** the training session selected.

**Note:** The selected counties in the pilot States must have the requested 875's (1 per County Office) entered into LRAT by February 24, 2011. When loading an existing 875 (and **not** making any changes to the 875 billing information already on file), note this in the comments field so accounting does **not** treat this as a change to the current 875 billing.

#### D Contact

State Offices with questions about this notice should contact Laura Quirk or Kelly Holdman by either of the following:

- e-mail at **[laura.quirk@kcc.usda.gov](mailto:laura.quirk@kcc.usda.gov)** or **[kelly.holdman@kcc.usda.gov](mailto:kelly.holdman@kcc.usda.gov)**
- telephone at 816-926-6973 or 816-926-6246.

#### E Action

State and County Offices shall:

- register for a training session by e-mailing Laura Quirk at **[laura.quirk@kcc.usda.gov](mailto:laura.quirk@kcc.usda.gov)** or Kelly Holdman at **[kelly.holdman@kcc.usda.gov](mailto:kelly.holdman@kcc.usda.gov)**
- ensure that current 875's (1 per participating County Office) are entered into LRAT by February 24, 2011.