

For: State and County Offices

Notifying State and County Offices of LRAT 2013 Rollover

Approved by: Associate Administrator for Operations and Management



1 2013 Rollover Process

A Background

All **active** 2013 LRAT agreements will rollover to FY 2014. The rollover process will either leave agreements in “Active” status with all 2013 signatures, or the agreement will be in a “Pending Update” status and require additional approvals. Agreements that are in “Pending” status before rollover will not roll to the next year. **The rollover will take place on October 1, 2013.**

B Purpose

This notice informs State and County Offices of the rollover process for 2013.

C Agreements

If the agreement is an **Active** Space, Space & Expense, ACIF, or Capital Lease agreement and is **valid for 2014**, then the agreement will “rollover” to 2014 with all approvals retained. The agreement will **remain in “Active” status** for 2014, and the 2013 agreements will automatically change to “Inactive” status, and the following will occur.

- Purchase Order numbers will be removed from each agreement and e-mails will be sent to all users with the HQ or HQState role of the nonlead agency to notify them to obligate the agreement for FY 2014.
- Start Date will be changed to 10-01-2013, the End Date will be changed to 09-30-2014, and Budget FY will be changed to 2014.

Disposal Date	Distribution
December 1, 2013	State Offices; State Offices relay to County Offices

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1 2013 Rollover Process (Continued)

C Agreements (Continued)

- Agreements will need to be updated with the obligation information from the HQ or HQState users from the nonlead agency.
- All approvals will be retained and the agreement will remain active.
- After the rollover is complete, users may update their agreements at any time to make changes.

If the agreement is an **Active** Expense Agreement, or if the expiration date is **expired**, the agreements will rollover to 2014 as **pending for State users** (State_clerk and stcty_clerk roles). The 2013 agreements will automatically change to “Inactive” status after the pending agreement record is approved and the following will occur.

- E-mails will be sent to users in the lead agency that hold the State_clerk or stcty_clerk role.
- Start Date will be changed to 10-01-2013, the End Date will be changed to 09-30-2014, and Budget FY will be changed to 2014.
- Purchase Order numbers will be removed from each agreement.
- State Office users must approve the agreement (after updating) or select county re-approval to allow their County Office users to re-sign the agreement.

D Action

All agreements must be **active** to be considered for rollover. Users must approve all agreements through the worklist by **September 30, 2013**.

E Contact

State Offices with questions about this notice shall contact Samantha Hoffmann by either of the following:

- e-mail at samantha.hoffmann@kcc.usda.gov
- telephone at 816-926-1446.