

For: State Offices

**Real Property Space Budget Justification Report for FY 2017**

Approved by: Acting Deputy Administrator for Management



**1 Overview**

**A Background**

In accordance with Office of Management and Budget (OMB) Circular A-11 (2008), General Services Administration (GSA) requires United States Department of Agriculture (USDA) agencies to provide information on the Real Property Space Budget Justification Report. The report contains information regarding rental for space, structures, facilities, land, and building services, which support Farm and Foreign Agricultural Services (FFAS).

OMB will use the information they collect to evaluate the agency's budget request for cost, personnel changes and to refine their estimated rental costs. All information that is collected will be used to support the fiscal year (FY) 2017 budget cycle.

**B Purpose**

This notice identifies the parties that are responsible for completing the mandatory Exhibit 54 survey.

Farm Service Agency (FSA) state office administrative officers (AO's) **and** FSA real property leasing officers (RPLO's) will:

- coordinate one **response** for **each** GSA-controlled FSA state office and/or FSA county office lease, and
- forward the information after review by the State Executive Director (SED), to FSA administrative officer **or** RPLO to review and complete the Exhibit 54 survey.

Foreign Agricultural Service (FAS) and Risk Management Agency (RMA) point of contact for the projected GSA-controlled leased space changes will coordinate with FSA RPLO at the national leasing office, Washington, DC, for completion of the Exhibit 54 survey.

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2015	State Offices

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### 1 Overview (Continued)

#### C Contact Information

State offices that require additional information must contact the following:

Contact Order	Contact Information
Primary contact	Scott Wheeler by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>scott.wheeler1@wdc.usda.gov</b>, or</li><li>• telephone at 202-772-6023.</li></ul>
Secondary contact	Jerry Williamson by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>jerry.williamson@wdc.usda.gov</b>, or</li><li>• telephone at 202-772-9007.</li></ul>
Tertiary contact	George Banks by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>george.banks@wdc.usda.gov</b>, or</li><li>• telephone at 202-401-0058.</li></ul>
Quaternary contact	Craig Connelly by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>craig.connelly@wdc.usda.gov</b>, or</li><li>• telephone at 202-720-9294.</li></ul>

### 2 Space Budget Justification

#### A Exhibit 54 Verification

Exhibit 54 verification is a process to convey FFAS' space budget information to GSA for GSA-controlled spaces that FFAS either currently occupy or will occupy in the future. The information must be contained in the Exhibit 54 format. It is crucial to ensure that changes to FFAS GSA-controlled spaces (expansion, reduction, extension, and new lease) are accounted for and reflected on the Exhibit 54 survey.

Rental payments for FFAS occupied spaces are made to a central rental account from GSA, errors on the Exhibit 54 may result in a shortage or lack of funding as determined by OMB. If there is a shortage or lack of funding the FFAS budget offices may be required to fund the leased space from the individual funding accounts. With the current state of budget constraints in USDA and more presence of GSA at FFAS leased facilities, the careful review and submission of the real property space budget justification report is **extremely** important.

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### 2 Space Budget Justification (Continued)

#### B FSA State Office Verification Process

The Exhibit 54 Survey is located on FSA's SharePoint web site at [https://sharepoint.fsa.usda.net/mgr/msd/rpl/exhibit\\_54/Lists/Exhibit%2054%20FY%202017/overview.aspx](https://sharepoint.fsa.usda.net/mgr/msd/rpl/exhibit_54/Lists/Exhibit%2054%20FY%202017/overview.aspx). State office input will be verified and compiled into the official real property space budget justification report and forwarded to the respective budget office.

State office AO's or RPLO's **must** complete the Exhibit 54 Survey at the SharePoint site no later than **Friday, October 9, 2015**.