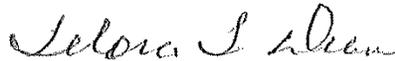


For: State Offices, FAS and RMA Budget Offices

**Real Property Space Budget Justification Report for FY 2015**

Approved by: Acting Deputy Administrator for Management



**1 Overview**

**A Background**

The General Services Administration (GSA) requires U.S. Department of Agriculture (USDA) Departmental Agencies to provide information concerning rental for space, structures, facilities, land and building services in support of the Farm and Foreign Agricultural Service's (FFAS) which comprises Farm Service Agency (FSA), Foreign Agricultural Service (FAS), and Risk Management Agency's (RMA) Real Property Space Budget Justification Report on an annual basis in accordance with Office of Management and Budget (OMB) Circular A-11 (2008). OMB uses this information to evaluate the Agency's budget request in the context of cost and personnel changes (e.g., downsizing). General Services Administration (GSA) uses this information to refine its estimates of rental costs. Information being collected will be used in support of the FY 2015 budget cycle.

**B Purpose**

This notice informs the responsible parties below to complete the Survey Questionnaire at the link below:

[https://fsa.sc.egov.usda.gov/mgr/msd/rpl/exhibit\\_54/default.aspx?PageView=Shared](https://fsa.sc.egov.usda.gov/mgr/msd/rpl/exhibit_54/default.aspx?PageView=Shared)>

- FSA STO AOs and FSA Real Property Leasing Officers (RPLOs) to coordinate one response for each GSA-controlled FSA State Office and/or FSA County Office lease with SED review
- FSA State Offices (STOs) Administrative Officers (AOs) to review and complete the FSA Exhibit 54 Survey Questionnaire, or;
- FSA RPLOs to review and complete the FSA Exhibit 54 Survey Questionnaire
- FSA RPLOs at the National Leasing Office (NLO), Washington DC to coordinate with FAS and RMA point of contacts for projected GSA-controlled leased space(s) changes and complete the Exhibit 54 Questionnaire
- State Office AOs or RPLOs to complete the Exhibit 54 Survey Questionnaire at the SharePoint site no later than **Friday, November 22, 2013.**

Disposal Date	Distribution
March 1, 2014	State Offices

**1 Overview (Continued)**

**C Contact Information**

State Offices that require additional information shall first contact Julius Byrd, FSA, MSD, by either of the following:

- e-mail to **Julius.Byrd@wdc.usda.gov**
- telephone at 202-401-0010

or

- e-mail to **George.Banks@wdc.usda.gov**
- telephone at 202-401-0058
- e-mail to **Christopher.Finley@wdc.usda.gov**
- telephone at 202-690-2050.

**2 Space Budget Justification**

**A General Information**

Exhibit 54 Verification is a process to convey your space budget information to GSA for GSA-controlled space(s) that FFAS either currently and/or in the future occupies and this lease information is communicated in the Exhibit 54 format. The OMB uses this information to evaluate budget requests for rent in the context of lease and program changes (i.e. downsizing and/or disposal). It is crucial to ensure changes to your GSA-controlled spaces (expansion, reduction, extension, and new lease) are accounted for and reflected in the Exhibit 54 format.

**B Exhibit 54 Verification Is Crucial**

Rental payments for FFAS's occupancy in the related space are made to a Central Rent Account from GSA. Errors on the Exhibit 54 could result in a shortage or lack of funds, as determined by OMB. The FFAS Budget Offices may then be required to fund the leasing activities from their 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 your Real Property Space Budget Justification Report is extremely important.

**C FSA State Office Verification Process**

The Exhibit 54 Questionnaire is located on FSA's SharePoint website. Your input will be verified and compiled into the official Real Property Space Budget Justification Report and forwarded to the respective Budget Office, USDA's Office of Procurement and Property Management (OPPM) for GSA and OMB reporting and decision making.